

MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY
OF THE ACADEMIC SENATE
CALIFORNIA STATE UNIVERSITY, FRESNO
Fresno, California 93740-8023

Office of the Academic Senate
Telephone: 278-2743

FAX: 278-5745

March 16, 2015

Members Present: A. Nambiar, R. Amarasinghe, R. Sanchez (TILT – ex-officio), J. Michael (Technology Services – ex-officio), D. Dutra, T. Siechert, O. Benavides, Kevin Ayotte (Senate Chair)

Members Absent: D. Nef, J. Madrigal (ASI Representative), M. Bach

Members Excused: P. Newell, J. Beynon, A. Espana-Najera, B. Auernheimer,

Guest:

Meeting called to order at 1.06pm by O. Benavides

1. Agenda: MSC to approve the Agenda of March 16, 2015
2. Minutes: MSC to approve the Minutes of February 02, 2015
3. Communication and Announcements
 - O Benavides mentioned that he is on the Search committee for CIO and the committee is interviewing candidates.
4. APM 237 - Kevin Ayotte
 - a. K Ayotte gave a summary of the background behind this update. APM 237 was initially titled "ordering instructional material" directed towards affordable materials and textbooks. One of the specific goals from the CO' office is that each campus must develop a policy for faculty for producing accessible instructional materials.

- b. K Ayotte mentioned that an Instructional Material sub-committee was formed including himself, Rima Maldonado and a few chairs. This sub-committee developed the draft circulated. This document has been reviewed by Personnel sub-committee and was passed without any changes. K Ayotte mentioned that he would like a formal memo from AIT to the Academic Exec. Committee with comments.
- c. O Benavides mentioned that this comes from the Statewide Academic senate.
- d. T Siechert mentioned that there have been multiple lawsuits primarily related to not delivering instructional materials. This served as an impetus to the CO's office to form the ATI group in 2006.
- e. B. Auernheimer and A. Espana-Najera sent in comments - mainly wordsmithing the document. One of the comments from Brent involved instructor responsibility for accessibility of Internet content. K. Ayotte mentioned that the new language mentions that faculty are not responsible for accessibility of Internet resources. However, all other materials used in class should be accessible.
- f. R Amarasinghe mentioned that there are two types of materials: required materials and resources. K Ayotte mentioned that faculty cannot be held responsible for making textbooks accessible. However, faculty are responsible to turn in textbook orders in time so that bookstore can handle these issues.
- g. D Dutra mentioned that language could be included to put the onus on students to inform faculty about issues.
- h. R Amarasinghe mentioned that it is the instructor's responsibility to make sure the required materials are made available to students. D Dutra mentioned that making the distinction between

- i. required and recommended might give students who have access to recommended material an unfair edge.
 - j. The language can be modified to " Instructors are not individually responsible for the accessibility of external websites and other digital resources assigned for a course and ..." in A-4
 - k. D Dutra proposed a motion to accept the document - APM 237 with the aforementioned change in language. Committee approved.
5. Technology Services Update – J Michael
- a. TS is working with TILT to identify work required for classroom upgrades for DISCOVERe.
 - i. R Amarasinghe inquired about classroom upgrades for Fall and Spring DISCOVERe cohorts. J Michael mentioned that summer will be mainly focusing on Fall classrooms.
 - ii. O Benavides mentioned that there are 2 rooms in Education Building are scheduled to be upgraded in July. Education faculty in DISCOVERe program could schedule their class in the building.
 - iii. O Benavides mentioned that there is going to be a quasi-hub in ED 420 for DISCOVERe support.
 - b. DARS upgrades to u.achieve was completed this weekend. Training is provided
 - c. Telephone firmware update was completed in February
 - d. Campus Network Upgrade is nearing completion. TS is working with CO's office and AT&T to schedule necessary maintenance activities.
6. TILT/CSALT Update – R. Sanchez

- a. West Hills College is interested in participating DISCOVERe training. This will be permitted on a limited basis based on availability of funds.
 - b. D Dutra mentioned that the weekly updates from TILT are really good.
7. Old Business
8. New Business

Adjourned at 1.51pm