MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY
OF THE ACADEMIC SENATE
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November 16, 2015

Members Present:	R. Amarasinghe, B. Auernheimer, M. Bach, O. Benavides, J. Beynon, A. Espana-Najera, A. Iriberri, J. Michael (Technology Services – ex-officio), A. Nambiar, D. Nef, M. Pronovost (DISCOVERe), C. Vieira (TILT – ex-officio)
Members Excused:	Y. Kim, N. Stevens (ASI Representative),), O. Leon (CIO), Kevin Ayotte (Senate Chair), T. Siechert, P. Newell
Guest:	J Brown (ATI)

Meeting called to order at 1.04pm by O. Benavides

1.   Agenda: MSC to approve the Agenda of November 16, 2015

2.   Minutes: MSC to approve the Minutes of October 26, 2015

3.   Communication and Announcements

   a. D Nef informed that University received a grant IPASS from EDUCAUSE related to student success. This includes software for advising process, which might include early warning systems like GradesFirst, etc. There will also be a roadmap with PeopleSoft for students to add courses. There will be more about this. O Leon, A Sanchez and D Nef are leading it.

      i. O Benavides inquired about how this relates to online programs. D Nef responded that all students will have the ability to plan out their roadmap irrespective of the type of program.

ii. R Amarasinghe inquired about information related to number of sections of courses. D Nef mentioned that it is expected that this roadmap might be useful in determining the number of sections of each course.

iii. A Iriberri inquired what the title was. D Nef mentioned it was IPASS.

b. O Benavides mentioned that he would be meeting with the Commission for Online Learning later in the afternoon.

5. Technology Services – J Michael

a. The RFP related to printing and copying will be sent out by end of year.

b. Campus has entered into contract with AT&T - target is to be completed by January before Spring 2016.

c. Campus is looking at various options available for emergency communication and how best to utilize them.

d. Effective Dec 02, most of management at Technology Services will report to O Leon. J Michael will be Interim Director for Client Services. Tech liaisons for various colleges will report to J Michael. J Michael will be meeting with Associate Deans, and staff of various colleges to identify needs. The idea is to recruit someone permanent into this position.

i. R Amarasinghe inquired if there will be option to provide feedback from departments about existing suppliers. J Michael mentioned that that is a good suggestion and will take it back to the committee.

ii. A Iriberri inquired if J Michael will report to O Leon. J Michael responded that he will report to O Leon.

6. Classroom Furniture Taskforce Report – J Beynon

a. J Beynon informed that the task force drafted questions for the questionnaire to be sent to faculty for input. It seems that there are two options. Jeff Colvin clarified that there are 2 basic models with 2 variations. There will be a sit/stand model, 2 options of a space-saver cabinet, and a rack cabinet.

i. C. Vieira offered to allow some of the options to be on display at Studio 2. This would allow faculty to get a feel of the models during the survey period.

b. J Beynon inquired if we should provide faculty with 4 options or 2 options. Jeff commented (offline) that it would be non-productive to have too many options. The ultimate goal is to either save space or have an extensive model.

    i. R Amarasinghe inquired if all the models have the similar control mechanism. One option to save space is to put the control in the wall.
        1. J Beynon mentioned that there are limitations to putting things into the wall. J Michael mentioned that there is effort and expense involved. There are compliance issues such as fire marshal and ADA regulations.
        2. J Michael mentioned that it would be good to get faculty feedback on this issue.
        3. J Beynon mentioned that a question could be included in the survey.

    ii. O Benavides mentioned that too few options or too many options are not good. 4 is good.
    iii. A Espana mentioned that it would be good idea to inquire about small space versus big space and then give options for each space.
    iv.
    v. R Amarasinghe inquired if the questionnaire will be room specific.
    vi.
        1. J Beynon mentioned that the survey would be generic.
    vii. A Iriberri inquired about the difference between the models.
        1. J Beynon mentioned that some options do not have tables - just the cabinet.

    viii. J Michael mentioned that it is important to get faculty feedback since changes/upgrades might not be necessarily good for faculty.

      ix.

      x. J Beynon mentioned that it is good to establish that communication channel to get feedback.

      xi.

      xii. O Benavides mentioned that his perception was that ultimately there might be more than one model implemented.

      xiii.

          1. J Beynon mentioned that the survey is operating under the assumption that there is only one model that best serves the needs.

          J Michael mentioned that the data from the survey might help determine if a single model works or not.

  c. J Beynon inquired if J Colvin mentioned a timeline for this.

      i. C Vieira mentioned that J Colvin did have a timeline.

      ii. J Beynon mentioned that it might be best to send out the survey after Thanksgiving break till last week of classes.

7. TILT / CSALT Update – C Vieira

  a. C Vieira distributed a timeline for migrating to a cloud-based Bb. There is also a website that details this migration process. There will be no service disruptions. The hope is that there would be minimal downtimes after the migration.

      i. A Iriberri inquired if faculty would have access to older course during transition. C Vieira mentioned yes.

      ii.

      iii. A Espana inquired if going forward if all courses would continue to be available forever. C. Vieira mentioned that yes.

      iv.

      v. R Amarasinghe inquired if there are space limitations. C Vieira mentioned that the space is quite large but not unlimited.

      vi.

  b. M Bach mentioned that after Feb 29, 2016, all courses would be archived.

      i. A Espana inquired if the communication to faculty will include the recommendations about archival process etc.

    c. C Vieira inquired if it would be good idea to send faculty the option to OCR all documents within the Course Document folder.

        i. J Beynon mentioned that it would be good to clarify that OCR might not be perfect and proofreading might be necessary. J Beynon mentioned that having the service is great.

        ii.

    d. C Vieira inquired about the TILT Newsletter.

        i. J Beynon responded that it is great - blocks of information, not too much text.

        ii. A Espana also shared the view.

8.   DISCOVERe – M. Pronovost

    a. M Pronovost informed that there are 5400 students and 132 faculty in the program for Fall 2015.

    b. C Vieira and his team have set up DISCOVERe brown-bag sessions for faculty to share experiences. They are currently exploring opportunities for ongoing professional development

    c. C Vieira mentioned that they are testing out a concept where Studio would be reserved for one day in a month to play around with technology related to DISCOVERe.

    d. M Pronovost informed that 65 faculty encompassing 2600 students are expected to be in the program for Spring 2016. M Pronovost shared that President Castro mentioned that there would be $300 grant for students for devices.

    e. M Pronovost informed that there is an open call for faculty to participate in DISCOVERe beginning Fall 2016. The deadline is November 23, 2015.

    f. M Pronovost mentioned that the device selection committee is exploring devices.

    g. C Vieira is exploring a Citrix solution to test out different operating systems.

        i. A Nambiar inquired if there is a cross-platform solution for untethered presentation.

            1. C Vieira mentioned that the Citrix solution might be one approach. For now, it is Miracast dongle for Android and Apple TV for iOS.

    b. R Amarasinghe inquired about the options to spend professional funds.

      i. C Vieira mentioned that the policy has been communicated to the deans and DAAs. But the communication needs to be better.

      ii.

      iii. D Nef mentioned that the policy is clear for subsequent cohorts but it may not have been very clear for the first couple cohorts.

9. ATI – J Brown

    a. J Brown ATI was launched in 2006-07 and focuses on web accessibility, procurement (Fresno State is running a pilot about procurement accessibility), and instructional material.

    b. J Brown mentioned it is important to make instructional material available to all students. Universal design is the key. The critical part with push back is about faculty. Faculty have varying technological skills. Campus provides services but limited.

    c. J Brown distributed handout with website that details the purpose behind ATI and the services offered. Tablets complicate the issue further. OCR is one important aspect for documents posted to students.

      i. A Espana inquired about activities in classroom with limited time frame.

        1. J Brown mentioned that it is best to contact ATI and find solutions.

      ii. A Espana mentioned that some information about how to handle situations might be helpful.

        1. J Brown mentioned that perhaps a FAQ page might be possible.

10. Old Business - none

11. New Business - none

Adjourned at 2.35pm