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|  ATC CommitteeMinutes |
| november 21, 2016 | 1:20-3:20 pm | L 238 N |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Emily Lynch Morissette: Chair | JC Hernandez: ASO Representative |
| ~~Scott Finn: Counseling & Student Support Programs~~ | Vacant: Disability Support Services |
| ~~Bernard Gonzales: Part-Time Faculty Representative~~  | Vacant: School of Language & Literature |
| ~~Ari Hornick: School Business & Technology~~ | Vacant: School of Wellness, Exercise Science, & Athletics |
| Joachim Latzer: School of Mathematics, Sciences & Engineering | ~~Dan Borges: Chief Information Systems Officer (Resource)~~ |
| Lauren McFall: Library Representative | Al Garrett: Institutional Technology (Resource) |
| Mark Meadows: Instructional Support Services & Continuing Education | ~~Brett Jones: Institutional Technology (Resource)~~ |
| ~~John Rieder: Academic Success Center~~ | ~~Paul Norris: Institutional Technology (Resource)~~ |
| Tracy Schaelen: Distance Education Program | ~~Hector Reyes: Institutional Technology (Resource)~~ |
| ~~Maria Elena Solis: Higher Education Centers (NC, OM, SY and CCAC)~~ | ~~Andre Ortiz: Training Services Coordinator (Resource)~~ |
| ~~Micajah Truitt: School of Arts, Communication & Social Science~~ | ~~Todd Williamson: Online Learning Center (Resource)~~ |
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| **Call to order/Approval of Agenda** | emily lynch morissette |
| action item | There were two suggested changes made to the agenda. |
| Approval of agenda. M/S/C. |
| **Approval of Minutes from 11/07/16** | emily lynch morissette |
| action item | The minutes were approved as presented. |
| Approval of minutes. M/S/C. |
| **Public Comment** | group |
| information | * Emily spoke with the Academic Senate about the e-sign technology. They are so swamped, that they want us to bring it back next semester.
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| 1. **2015-2016 Institutional Equipment Replacement Update**

**Recording Arts Studio Update** | emily lynch morissette |
| Discussion | It looks like Jay Henry is going to be able to get his software from a different source. Dan Borges is working with him, his dean, and Kathy Tyner to figure out where the money is going to come from. So, he will be able to use his equipment replacement money.  |
| **ATC Categorization of Program Review Requests** | emily lynch morissette |
|  | Right now Emily has received the prioritization and it is a huge spreadsheet. Emily is currently doing the new technology request. There are a few that she needs to discuss with this committee. She showed us the spreadsheet and feels that there are a couple of items that don’t belong there and perhaps needs to move them. The classrooms look correct, but we have some other the CTE requests. Item #4: One of them asks for a new CTE Center. They want to use State and Federal money, which isn’t even program review money. Emily will send this to Facilities. Item #11: This is another CTE item. There isn’t a software or computer request in it. They want a data person, so Emily will forward this to HR. Item # 12: Emily will ask them if they want Online Industry Standard Publications. The next item, Emily will ask for clarification, including the insurance one. The Form Stacks go to Linda Hensley and she had an hourly put it into a different category. It then comes to us and we try to put it into the correct category. Once we are done, it then goes through ITC. Emily will work on the spreadsheet. When we come back from break at our February meeting, hopefully we can start to prioritize.  |
| **Working Academic Technology Tech Definition** | emily lynch morissette |
|  | We have the definition that we attached to the agenda and one that Bernard worked on. With the exception of the computerized digital debate, this committee seemed to like the definition. The committee was in favor of putting digital. Emily will rewrite the definition and bring it back so it is clearer. The goal is to have this on program reviews so faculty know where to put their requests.  |
| **Old Technology** |  emily lynch morissette |
| Discussion | Emily explained to JC that we try to move old technology to other places, but if we can’t, then it goes up for auction on swccd.auction for surplus auction. Emily read a global email that one of the counselors was asking for information on how to go about getting old computers for students. Perhaps, we can find a way to get these old computers to students who really need them. Possibly donate them to the ASO and they could give them out. This is something that we can look more into once we get our prioritization done in April or May of next year. |
| **Software, Projectors and Printers Money** |  emily lynch morissette |
| Discussion | Emily had a good meeting with Tim Flood. She specifically asked about software, projectors, and printers. The problem with printers is that printers are a part of each school. There can be several different cost centers depending on how each school does it. It is really almost impossible to trace where that money came from. The projectors have three different funding sources. One is Prop R, one time funds, and a third source. It seems legit, but the problem that we are having is that it is frustrating that we don’t have a drop down to show what software has been purchased. Tim let Emily know that we have to go ask Priya if we want to know what software has been purchased. We have to ask Dan if it is his department. This is something on Tim’s radar to fix for the future, but it is not going to be quick and easy. If we want to find out right now, we will need to ask either Priya or Dan Borges. It would also be nice to know what software subscriptions we have as well. IT is really working hard on this, we are going to have a software clearinghouse that we can have the entire campus be able to look at. It would be nice to know how many licenses that we have. This will be great for transparency.  |
| **Potential Suggested Recommendations to Academic Senate Re: Blocked Websites** | emily lynch morissette |
| Discussion | Lauren and Emily went to the Academic Senate meeting and they let them know that the blocked websites were not conducive to the 1st Amendment and that we may potentially be setting ourselves up for a lawsuit. Andrew Rempt said that he wanted Lauren and Emily to come back with some potential recommendations that the Academic Senate can adopt. We have a list of 10,000 websites that have been blocked. Most of them are porn sites, but depending on which lab on campus, YouTube and LinkedIn are blocked. There is no one that can give permission to unblock these sites. It is IT’s job, but they have not designated anyone to take care of it. Because this is academic freedom in nature, we want to give some guidance to IT of what we want to see happen. The ASC has a lot of blocked sites because students were actually playing video games and not using it to do their homework. This is something that we can bring to the Governing Board meeting and ask them what their opinion and suggestions are. Emily suggested that this committee take this information back to their constituents and get their feedback. Afterwards, we can write up five or six recommendations and present it to the Academic Senate for review.  |
| **CTE Update** | tracy schaelen |
| Discussion | The Distance Education Plan was created in 2014 and it is time to redo it because it is a 3-year cycle. Tracy wanted to bring it to this committee because academic technology has an important role in distance education. Tracy would like to get some ideas from this committee. Tracy showed this committee the plan that is getting ready to be revised for our 2017-2020 plan. A big part of what this plan involves is setting up goals and objectives for the next three years. This will shape what kind of new programs that we will be developing and software purchases. We recently purchased software such as Camtasia and Voice thread. It is an important document and equally important to get all kinds of ideas in there so it can be as relevant and complete as possible. Tracy took out all of the goals and objectives that we have already met and showed us a list of goals and objectives that we still need to meet. Here is a list of the six major areas of the original DE Plan with six goals:1. Student Support and Services-There were two objective that were not met. Online readiness test or a course that students would take when they are new to DE.
2. Faculty Support and Services-The have had a lot met as well.
3. Faculty Training-Almost everything in the Faculty Training area has been met. In the future, there is going to be a DEFT recertification training. There is also going to be a CANVAS specific training.
4. Legal Compliance-We have made progress, but still have a couple of things to complete. This has to do with the new position. If there is something that is not compliant, then there will be a process which you can follow so it could perhaps be used in your course with a plan for modifying it or working with the student who needs the modification. We also need a plan for people who are creating courses so they have someone who can check it to make sure that everything has been taken care of. If not, they are given a checklist of what they need to do, including the resources that will help them.
5. Program Quality
6. Institutional Integration

We had Bob Stretch helping with student support and issues logging into Canvas. Currently students are logging into Canvas support, which is available 24/7. They use an 800 number call for support, but this is just temporary. There was a recommendation to have ATC recommend having support for canvas. The committee unanimously agreed. The college has agreed to fund a position for a Successability Compliance Specialist. This will be someone who is able to provide training, support, consultation, and assistance in making our materials compliant. This person will be able to help in other areas on campus as well. Tracy is going to have a meeting with the Canvas people tomorrow. They will be working on implementation on Web Advisor. A lot of the technological pieces are being put in place, so this would be a good time to bring the focus back to having an administrator role. The other objective is a student e-handbook. The Online Learning Center created one of these several years ago, but it has not been kept current and it is not going to be as relevant. This is still something that people are still interested in creating. Student Success recommendations, time management, computer technological recommendations should be included. There was a recommendation to do a general student handbook. There has been a moratorium on any new DE courses. We have had so many DE courses that just were not where they need to be. We didn’t have Tracy’s position or training of what the courses should look like. For several years, there has not been any new DE courses going to the Curriculum Committee and they are getting ready to lift that, now that we have everything in place. They are working on a really detailed checklist that faculty need to fill out to submit if they want to offer those courses online. They will have to talk about how they are going to make the course successful. If there are any software programs that they are using outside of CANVAS, they have to demonstrate that it is accessible. If they are going to do an assignment that requires students to go outside of their digital classroom and do something that might present a problem for accessibility, they have to map it out and meet with DSS to get approval. This should all be in place before the course is approved so that we will not have a situation where a student who is deaf comes into the class and cannot get the information or take the test and there is no time to set this up for the student. Currently, those students would drop the class and we don’t want that to happen. In working on this we some interesting things come up. Anytime that you want to use something that goes outside of the course management system, you have to make sure that it has these four things being met.1. Accessibility
2. Regular Effective Contacts-You have to make sure that your class still has interaction with your students and the instructor in the course management system.
3. You are not violating FERPA.
4. Title 5

Under accessibility, Title 5 regulations require that instruction provided is distance education and is subject to AVA and Section 508. CANVAS and BlackBoard are extensively tested to make sure that they are compliant, but the publisher websites are not. There is no one at our college that is looking at them. The studies of them that have taken place, they found that about 90% are not accessible. If we require our students to purchase access codes to go to these sites, that will be a problem. FERPA is another major concern. FERPA has to do with protecting student’s privacy, and if we are sending students to our own personal website or to a publishers website and they are doing anything that collects grades there, we have a problem. Those people are not allowed to have access to our student’s records. They don’t have a contract with us. The only contract that we have are with BlackBoard and CANVAS in terms of technology to score grades. There are two requirements if you are going to use access codes. If you are going to require students to purchase an access code, they have to be able to purchase full access to the instruction materials for various periods of time ranging from the length of the class to up to three years. As a college, we need to look into this and decide if the materials we want to use are hitting these marks or not. If we have a list of publishers who hit all of these marks and we know that we are legally safe in using their materials, it would be very helpful to have for faculty.  |
| **Adjournment** | emily lynch morissette |
| The next ATC meeting will be February 6, 2017 from 1:20-3:20 p.m. in Room L 238 N. |