Academic Technology Committee

MINUTES OF MEETING: 10/06/06  APPROVED BY COMMITTEE: ______
Submitted Exec. Committee: ______  Approved by Exec. Committee: ______
Submitted Academic Senate: ______  Approved by Academic Senate: ______

Members Present: Ardavan Asef-Vaziri, Hilary Baker, Xiyi Hang, Gloria Melara, John Noga,
Magdy Rizk and Ashley Skylar
Minutes: Marla Joseph

Excused: John Adams, Larry Chu, Kimberly Embleton, Ellis Godard, Daniel Hosken
(sabbatical) and Jacek Polewczak,

Guests: Steven Fitzgerald and Mary Woodley (substitute for Kimberly Embleton)

1. Approval of Minutes – The minutes of the 09/08/06 meeting were approved with one change.

2. Announcements

3. Chair’s Report

   a) ADA Policy -- John Noga informed the committee that Jennifer Matos has invited John
      Noga and Joseph O’Connor to attend the next Senate Executive Committee to discuss the
      ADA policy and what the faculty’s role was in its adoption. The committee should see a
      modification of the policy in the near future.

   b) CSUN Website -- John Noga believes that it is not ATC’s role to critique the web page,
      however, we as faculty can give input to the Web Communication Group.

      Mary Woodley mentioned that she has found missing links on ITR’s website.

      Hilary Baker indicated that all concerns or comments for ITR’s web pages can be sent
directly to her, Steve Fitzgerald or the ITR Helpdesk. If there are concerns about another
CSUN website, there is usually a link at the bottom for comments. ITR has recently
changed the main ITR webpage to become ADA compliant and will begin focusing on
the remaining pages shortly.

   c) New Committees Forming -- John Noga brought up the ITR Governance structure that
      Hilary Baker discussed at the last meeting. Noga informed that the new committees have
      scheduled their initial meetings. ACAT, of which Baker, Noga and Stepanek are
members, will work closely with ATC.

4. Department / College Issues

Gloria Melara from the Department of Computer Science has become aware of an issue with student email being slow. Steven Fitzgerald explained that the number of students using email has increased significantly, which is a good thing since many more students are now utilizing email communications, but has caused the slowing. Fitzgerald informed that they are working on long and short term resolutions to the situation. The Gmail project is one possible long term solution and this subject will be discussed at future meetings.

Mary Woodley informed the committee that students were having difficulty printing their WebCT pages. Woodley will forward an example to Steven Fitzgerald who will discuss with Randall Cummings.

5. CIO’s Report

a) Response to Items from Last Meeting

i) Student Permission Numbering -- Hilary Baker expressed that this issue will be reviewed as part of the SOLAR Upgrade 2007 project.

ii) Direct Entry into Grading Page – Baker explained that although this may be addressed as part of the SOLAR Upgrade 2007 Project, there is a current workaround to make it easier to use. If you hit the letter grade twice, you go to the minus and a third time to go to the plus for that letter grade. Gloria Melara requested that this method be announced to the faculty. Steven Fitzgerald explained that there is an instruction sheet on how to enter grades and we will make this more prominent.

iii) Voice Mail Resets – Baker informed that the voice mail issue for Ardavan Asef-Vaziri was resolved.

6. Discussion Topics

a) Open Standards (handout) -- John Noga sent an electronic copy of the Open Standards resolution to ATC members.

Gloria Melara inquired about the process for this resolution. Noga stated that once ATC passed this resolution, it goes to the Senate. If the resolution passes the Senate, then it goes in front of the decision makers for the University.

A discussion ensued regarding the intent and purpose of the resolution. It was decided that the main intent for this resolution is to educate the campus on the benefits of using open standard formats. To successfully communicate with the majority of the campus, open standards need to be used because different software is in use and a document might not be accessible to all in a closed standard.
John Noga will rewrite the resolution and present it at the next meeting.

b) *Access to Electronic and IT for Persons with Disabilities (handout)* -- Hilary Baker informed the committee that the coded memorandum from the Chancellor’s Office set a definite timeline over a three-year period to comply with federal and state law with regards to ensuring accessibility of information technology and resources. There are three main areas discussed in this memo: Web Accessibility, Instructional Materials Accessibility and Accessible Electronic and Information Technology Procurement. Training is being offered in the Chancellor’s Office on Oct 30th and 31st. The Web Communications Team will attend along with other campus representatives.

The committee discussed that it would be challenging to make all websites accessible, examples being math and chemistry. Converting websites for accessibility would be months of labor intensified work.

It was pointed out that the language in this memorandum is not absolute. It uses phrases like “to the extent possible”.

The memorandum states that by January 2007 every campus must adopt a web accessibility policy.

A concern was brought up that the campus does not have the infrastructure to support the departments in converting their websites.

7. Policy

8. New Business

Meeting adjourned at 3:25 PM. Next meeting is scheduled for November 3, 2006