MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY
CALIFORNIA STATE UNIVERSITY, FRESNO
5240 N. Jackson Avenue, M/S UC43
Fresno, California 93740-8023
Office of the Academic Senate
Ext. 8-2743

September 22, 2008

Members Present: M. Bach, J. Cagle, B. Auernheimer, K. Moffitt,
                     D. Martin, R. Parker, D. Nef, R. Boes, R. Amarasinghe,
                     S. Seepersad, P. Newell, L. Harding.

Absent: O. Benavides (Chair), L. Newlander, E. Nelson, C. Won.

The meeting was called to order by acting chair John Cagle at 1:00 p.m. in the
Education Building room # 316.

1.   Minutes.   MSC to approve the Minutes of 5/5/2008 and 8/25/2008.

2.   Agenda.   MSC to approve the Agenda as distributed.

3.   Communications and Announcements.

       There will be an Accessibility Fair on October 15 from 10-2 in the Satellite
       Student Union.

       D. Martin gave an update on the Telephone Switch acquisition: The university
       issued an Intent to Award, there was a protest, and now it is under review.

4.   Academic Information Technology (AIT) Update on Accessibility –
       L. Harding.

       L. Harding gave an update on Accessibility activities and planning on campus.

       Web Accessibility: The new web policy is getting close to being finalized. It will
       read that faculty members web sites are required to be accessible, and that
       faculty members are encouraged to use the Clean up the Web standard
       architecture. In my opinion, the best way to make the web site accessible would
       be to use the standard. Note that one of the key points about the CutW standard
       is that the underlying architecture is separated from the design and from the
       content. Just because you use the standard doesn't mean your page has to look a
       certain way.

       Information on checking web sites for accessibility is available online at
       http://www.calstate.edu/Accessibility/webaccessibility/evaluation/index.shtml,
       and Teaching, Learning and Technology (TLT) provides a workshop on this
       (see http://training.csufresno.edu). Online training is also available from
       http://www.calstate.edu/accessibility/resources/.

<u>Instructional Materials</u>: The CSU has entered into an agreement with Automatic Sync Captioning Service. Costs, charged in five minute increments, are:

Captioning only (ie: user provides the transcript)	$36.50 per hour
Transcription only (ie: no synchronized captioning)	$79.44 per hour
Transcription/Captioning (ie: user supplies the media file)	$115.94 per hour

At this point, charges for captioning will be passed through to the unit requesting the service. Contact Martha Rodriguez in Digital Campus if you need to have something captioned. TLT is also evaluating the use of DocSoft to provide transcripts of lectures automatically. We hope to begin experimenting with televised classes in a couple of months.

TLT has a few copies of Dragon Naturally Speaking text recognition software, which we provide to faculty members who take podcasting and similar courses. We are purchasing a site license for LecShare, which produces accessible PowerPoint documents. Faculty may wish to invest $20 to gain additional features by upgrading to LecShare Pro, or, if grant funds work out, we'll have some copies of LecShare Pro available, too.

Information of making course materials accessible is available in the Blackboard Faculty Forum and at http://www.calstate.edu/accessibility/resources.

<u>Accessibility Awareness Fair</u>
Fliers will be distributed next week for an Accessibility Awareness Fair to be held October 15 from 10-2 in the Satellite Student Union. The fair will include presentations by faculty members who have built accessible online courses, demonstrations of hardware and software, the opportunity to have your documents checked for accessibility, and the chance to talk to students who are most impacted by inaccessibility of instructional materials. Please try to attend.

<u>AIT Discussion</u>: In discussion of faculty web pages and web resources, the point was made that university policy requires use of university architecture and cascading style sheets, which are different from context and the manner of presentation. We are in a period of transition. The standard in accessibility is "to do the best we can" to provide accessibility. "New" instructional materials are supposed to be accessible, not previously developed materials.

The principle of Universal Design is a recommended approach.

There was some discussion of the cost of making some of these accessible accommodations and where this money comes from. Dean D. Nef pointed out that when the university increases money for something new, it has to come from somewhere else.

Finally, there is a current Digital Campus search for an Accessibility Designer and two empty positions for instructional designers.

6.   Laptop Refresh Rollout – D. Martin.

      D. Martin reported on the Laptop Refresh Rollouts. A new form requires faculty
      signature requesting home use permission. R. Parker brought up the need for
      webcams on Dell laptops. Again the question of who pays for such things came
      up.

      New machines are now coming installed with the latest Microsoft Office programs.
      Many techs and faculty are talking about the need for transitional training.
      L. Harding pointed out that we have some Atomic Learning tutorials on this topic
      (and others), with links at https://training.csufresno.edu/default.asp.

MSC To adjourn at 2:10 pm.

The next scheduled meeting of the Academic Information Technology Committee (AIT)
will be October 6, 2008 at 1:00 p.m. in the Education Building #316.

Agenda.

1.   Approval of the Minutes of 9/22/08.
2.   Approval of the Agenda.
3.   Communications and Announcements.
4.   Moodle Presentation by Justin Williams of Remote Learner (15 minutes).
5.   Laptop and desktop security and backup discussion - follow up to IETCC
      discussion.
6.   Follow up to Dr. Kenneth Green's Presentation –
      The Use of Technology by Higher Ed Faculty
7.   Academic Technology Advisory Committee (ATAC) Update - Otto Benavides.
8.   Old Business.
9.   New Business.