# AITC
## MINUTES OF THE MEETING OF NOVEMBER 17, 2017
*Approved: February 2, 2018*

**CALL TO ORDER:**
> The Chair called the meeting to order at 12 noon

**ROLL CALL:**
> Roll was taken.
>> Voting Members:  Clarke, Coleman, Dahlquist, Gonzalez, Kaplan, Keegan [absent], Markovic [absent], Moore [absent], Norris, Stark [absent]
>>
>> Non-Voting/Ex-Officio Members: Heather [absent], Miller [represented by Jason Skinner], Perez, Koropp, Singh, Pokhrel, Hammersley

**GUESTS:**

Open Forum

> CTL space in AIRC building
>
>> Milicia sent an email raising an issue about space use by CTL and IRT. Basically, CTL has moved into the AIRC building, where ATCS used to be. CTL would like to use some of the classroom space in the AIRC but has been unable to do so. The issue was discussed and it was pointed out that there are processes for requesting space and that these need to be pursued, e.g., some of the rooms such as 3013 and 2017 are controlled by IRT; others, such as LIB 12, are schedulable on an Outlook calendar. CTL is new to AIRC and there will be some bumps in the road, but these issues should be resolvable.

**APPROVAL OF THE AGENDA: YES**

**APPROVED MINUTES OF NOVEMBER 3, 2017: YES**

5. Nursing issue update

> The minutes from last meeting detail the issue that happened during high-stakes testing with nursing students.
>
>> Possible problems:  1. Canvas died.   2. The network to Nursing died.  3. Something else.
>
> Jason informed us that IRT checked and Canvas did not die, nor was there a network failure or glitch. The actual problem traces to the way nursing is using passwords for their tests. In essence, they adjust the password at some point during the start of the test (as a security measure) and this causes the problem. It is hard to trace because only certain kinds of questions in the Canvas test trigger a check on the password. This is why the students were dumped out.

The solution is working out a better way to deal with password protection during these exams and informing the nursing faculty so that everyone is aware.

This raised a bigger issue: the need for a dedicated room for computer testing.

Three options were discussed; these are not mutually exclusive and indeed a suite of these may be the final solution.

> 1. A dedicated room for computer testing.   How many seats?
>
> 2. A service called Proctor-U where students pay to be proctored to take a test online. Approx. $20/hour per student. Is this something that students should be paying?
>
> 3. Pearson Test Centers.   Pearson has various testing centers (Fair Oaks?) where students can take proctored exams.
>
> MOTION: That Chair of AITC (Ron) communicate to Christine Miller that we would like her to investigate the possibility of a dedicated room for computer testing.  PASSED.

Note: This does not solve the problem that neither Christine Miller nor Steve Perez had heard about this issue. So, there is still a communication issue that needs work.

6. Slow sign-on times

Milicia sent an email that her students experienced very slow sign-on times (5 mins) when using the Open Computer labs in Mendocino Hall. (Sign-on referring to logging into the computer and being able to start actual work).

Ron did a spot test and could not replicate, i.e., on Friday morning (Nov 17) when MND 2008 was almost fully utilized, he was able to sign on in less than 90 seconds. Jason confirmed that IRT did testing in various labs and could not replicate the problem. He said that if anyone did experience this, they should call 8-7337, option 1 (Learning Space Services) to let them know, so that the specific circumstances could be isolated and analyzed. Binod added that replacing hard drives with solid-state drives in their college computers had made a significant difference in sign-on times.

7. Matlab demo

There is the possibility of the CSU system acquiring a Matlab license and individual campuses could buy in. There were two webinars in the last two weeks, one sales, one sales/demo, to explain the deal and products. Several AITC members were in attendance or had familiarity with the product.

Lisa: Matlab is very widely used and the demand is probably much larger than usage because we do not have the licenses

Ron: good product, unfortunately, not good demos

Dennis: There are other similar products, some of which are free.

Lisa: There is value in students learning and using "Matlab" itself because it is so widely used.

Rachel: This opens up a broader discussion about other "similar" software. This software is not as widely applicable across campus/disciplines as something like the Microsoft Suite, yet is not completely discipline specific. It likely affects at least four colleges (NSM, ECCS, BUS, SSIS) possibly more, but is probably not going to be used by everyone. So who pays for it? Individual colleges, the campus? Is there a policy or precedent? Is there other software that falls into this same category?

MOTION: Ron should communicate our discussion to Christine Miller who is the point person on this potential license. PASSED.

8. ATI meeting

Ron and Lynne attended the ATI (Accessible Technology Initiative) meeting earlier this week. Here are some highlights.

SiteImprove: a useful tool for evaluating websites not just for ATI issues but all sorts of things. Web content creators/owners should use it. It allows a rapid "check, find problems, fix problems" cycle. Web Services will provide training to anyone interested.

Instructional Media: There is an ongoing challenge to get textbook information in before the deadline; this is critical so that SSWD can mitigate issues. Despite the requirement that all courses must meet the deadline (i.e., if there is no instructor, the chair assigns a book), this does not seem to happen. It is also unknown if all professors are informed about any potential student needing additional services. This needs investigating.

Inaccessible computers: Ron relayed the story of Juan who mentioned at the ATI meeting that he encountered spaces (e.g., Writing Center) which did not have accessible computers, i.e., did not have JAWS software. How could that happen?

MOTION: Communicate to college ITCs that they need to check all computers to make sure that they have the proper software to be accessible. It is likely this issue arises when computers do not have the "standard load" for whatever reason. In those instances, ITCs must pay particular attention to providing JAWS, etc. PASSED.

9. Next meeting Dec 1 will be last of the semester.

**ADJOURNMENT:** The meeting was adjourned at 1:15.