

**Santa Monica College  
Information Services Committee  
Meeting Minutes**

20151022 ISC Meeting

**Attendees:** Stephen Londe, Steve Peterson, Ebrahim Jahangard, Ellen Cutler, Maria Erickson, Al DeSalles, Jinan Darwiche, Bob Dammer, Jennifer Hsieh, Carol Womack

**Minutes from October 8** examined. Amendments suggested adopted on screen. Maria makes motion that minutes approved as amended, Carol seconds the motion. Minutes approved 9:36 AM.

**Lecture capture** -- Jinan asks if we are going to create a best practices guide for SMC lecture capture? Maria and Ellen could use some help on this project, which they will solicit. They expect to have a draft for the ISC to look at ready by the December 3 meeting. Jinan asks if this will include any findings related to Canvas? Ellen says they will keep that in mind. Also Jinan would like to see information related to 3CMedia.

**Faculty homepages.** Current situation not marketable for SMC according to Jinan. Jinan to ask Professional Development Committee to teach faculty how to work productively with homepages. Faculty homepages are hosted on a different server than the general SMC website, and pages are uploaded differently, using FTP. Jinan to propose to PDC to hold session(s) for faculty on how to work with the homepages.

Bob mentions that there are a lot of old pages on the site that are not standardized and if they were, this would make it simpler to get everything migrated to a new site with more modern web page features, especially allowing more flexibility as far as methods of updating are concerned. Jinan requests that Bob decide on a date for a migration away from the legacy server. Bob replies that there are no hard and fast plans for migration yet, but that he will gather some more information on the matter.

Jinan to speak with Dan Rojas who handles that legacy server with the faculty homepages on it. Then Jinan will talk to Fran Chandler who could then talk to department chairs about cleaning up web pages. Maria suggests that we have an automatic template for all requesting faculty, auto-filled with basic information.

Jinan spoke with Regina Ip about the SMC website. Current efforts have been and are focused on cleaning up our current website, not migrating to a new one. There might be impetus to migrate later on, but not yet.

**Echo360** to be topic on November 5 meeting – a product demo. A chance that this might take up the entire meeting.

**CPR** -- Steve Peterson describes issues with following through with the CPR technology request from last year - we have been using CPR1 for free but this technology request is for a newer version. Steve's concerns are there would be a lot of cost and labor resources eaten up by setting up this system, especially at the start, with very few instructors using it and no guarantee of funding for future years.

Steve Londe speaks about what CPR is and what it does. Steve mentions he has had interest for the product shown by 35-40 faculty. It is used for writing programs in large classes. CPR provides computer space for submission of essays by students. Students are then prepared to also become graders of 3 other students' stored essays. As a next step, students are given known example essays of various quality levels and CPR measures how effectively each student grades these examples. Then the selected students grade three anonymous essays, and CPR accepts their grades and mixes them with its own weight as far as how CPR assesses the students' capability for grading essays as demonstrated by their performance with the example essays.

The grades earned in this CPR process are counted toward semester grades. Ellen questions whether that is OK? Steve Londe says the essays are both written and graded according to guides provided by instructors, and this method has been shown to be fully as effective as grading by professors themselves. Many prestigious colleges are using this CPR system. Maria asks if such student graders could be counted on to make judgements related to grammar and sentence structure of a foreign language, for instance?

Jinan wants to know if the same concept could be used without CPR? Steve Londe responds that CPR allows these assignments to be done without taking up classroom time. It assesses ability to grade, weights students' opinions. Over time students improve at assessment. If a student's calibration with the example essays is not good then their opinion is given less weight when they assess the other 3 students' essays. No calibration is allowed if a student doesn't do their own individual assignment to start with. Steve Londe points out there are a lot of by-product advantages from using this system.

CPR software can run on pc or mac. Steve Londe proposes that students login with their SMC number at first and then get their own number. There is a manual process for inputting students into the CPR system.

Ethan Gallogly also was interested in speaking on CPR but had schedule conflicts. Jinan asks how many faculty are currently using CPR? Steve says 2 or 3. Perhaps Nicole Blackwell in the English department. Steve Londe advises that we contact Waleed Nasr and/o Cherie Pena to get usage figures.

Jinan asks if CPR is 508 compliant. UCLA has not gotten back to Ellen yet on this question. Version 1 is still available for free. Version 6 is improved because it doesn't require special html 4 formatting of various texts. The later version can handle chemical and mathematical formulas. Ethan needs that formatting flexibility. The newer version allows easy inputting of subscripts and superscripts.

Question arises of whether the CPR technology request was indeed approved. Both Maria and AI recollect that it was not. Steve Peterson points out that it was listed as approved in the ISC database and that an email reflecting the approval was sent by Jamie Cavanaugh to the Science Department. Jinan to check old minutes to see if she can ferret out if this technology request was actually approved or not. Ellen asks if it was rated as priority 1 and Steve Peterson responds that it was indeed rated at priority 1.

Maria mentions that a lot of background work can become necessary in order to allow programs such as this to be usable for a given department. Jenn points out that In the Science Department, instructors rely on Cherie Pena to handle the inputting of the students into the CPR system.

**Motion to adjourn** made by Ellen, seconded by AI, meeting adjourned at 10:41 AM.

ISC Meeting 10/22/15

Jennifer Hsieh

Carol Womack

Steve Peters

Ebrahim Jahangard

Ellen Cutler

Maria Erickson

Jinan Darnich

Guest: Stephen Locke, MD Pathology - Celebrated Peer Review

Al DeSalle

Bob Danner