2016-11-03 ISC Meeting Draft

Attendees: Jinan Darwiche, Bob Dammer, Waleed Nasr, Tram Dang, Maria Erickson, Ebrahim Jahangard, Al DeSalles, Shawn Jordison, Carol Womack

**Meeting called to order** at 9:30 AM

**Minutes from 20161004** were examined. Motion made by Ebrahim, seconded by Tram that the minutes be approved. Motion passed unanimously with 2 abstentions at 9:33 AM.

Jinan asked the committee to check out the ISC website and provide any feedback they might have for making improvements.

**Updates on publicizing the accessibility site.**

Shawn reported that he doesn't have time to attend the extra meetings involved with the Curriculum committees, as part of his efforts to attract more focus to the accessibility website. With Distance Ed, Shawn will be creating videos and quick guides and tips for best accessibility practices and integrate the videos and guides with the Canvas learning management system. The URL for website will be www.smc.edu/accessibility.

**Steps to publishing textbook materials info in course sections**

Jinan reported that she is working on website/page for OER project. The web page will announce that SMC has been awarded the OER grant and where to get more information. California state legislation has been passed mandating that OER classes be clearly delineated in the schedule of classes. We need to figure out how to make sure this happens.

Some discussion took place about possible constraints in using OER texts, such as departments internally seeking to standardize text books. There are also options to add supplementary services/materials to an OER class section that students do pay for, such as online assessment tools. There is also an option where instructors provide the book store with a file or link leading to the OER textbook being used in their course, and the bookstore prints the OER textbook out and sells it to students for nominal prices based on number of pages.

**Spring faculty and department solicitations**

There was a short update on department technology proposal solicitations. Some discussion centered on how to make sure faculty and chairs get their emails, and whether they should confirm receipt of the emails.

Shawn asked about server space used for a project in DSPS, who to contact about space being used by personnel no longer with SMC. Bob recommended that Shawn contact Dan Rojas, Network Services Manager.

**Motion made by Shawn to adjourn**, seconded by Carol. Passed. Meeting adjourned at 10:07 AM.

