

## DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

September 11, 2014

Attending Committee Members: M. Arvizu, N. Bailey, J. Bernstein-Chargin, M. Grzan, R. Hannon, F. Harris, and F. Lozano,

Committee Resources and Guests: K. Billups, J. Maringer-Cantu, S. Lawrence and S. Mulcare

- I. Call Meeting to Order – Fred Harris opened the meeting at 1:00 p.m. Priority items were moved forward on the agenda.
- II. Approval of Minutes, May 8, 2014 – The minutes were approved and will be posted on the intranet.
- III. MIS project list – Mimi Arvizu reviewed the status of projects that MIS staff worked on over the summer months.
  - ... Over 280 computers were replaced on campus and at the off sites. The computer replacement schedule is part of the Master Technology Plan in Appendix F. Mimi said that computer replacement had not been funded for several years. With the recent ME bond funding, computers have been replaced through the FY2014-15 plan year. Mark Grzan asked if faculty are consulted when choosing a type of computer for a lab. Mimi said the information is received from the department chairperson. Shawn Mulcare suggested that podium computers be added to the replacement schedule. Mimi agreed.
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  - ... We are beginning the implementation of a new CCCApply.
  - ... Updates were completed to support new reporting requirements for the Student Success initiative. Additional reporting requirements are still being implemented.
  - ... Office relocations required moving of network connections, phones lines, and computer setups.
  - ... CurricuNET implementation is ongoing and currently being tested by a few individuals. When completed, it will be the source for faculty to create and update courses.
- IV. New Technology Projects – Fred Harris reported that several Banner modules, owned by Gavilan but not currently being used, are being reviewed for implementation. They include Human Resources and Payroll as the processing of payroll by Santa Clara County has become cost prohibitive. In addition, to help reduce the work load caused by paper tracking, a pilot program using Workflow is being suggested starting with the business office. The Workflow module is an effort to eliminate paperwork, speed the signature approval process, and provide immediate information on document tracking.

Mimi said that ellucian, the Banner vendor, met with staff to discuss future modules and first steps which will include a survey and a demo of the HR/Payroll modules. She said an action plan will be developed by October for these 2-year projects.
- V. Website/CMS update – Jan Bernstein-Chargin reported that WebHeads continue to prepare for a new content management system. She said it is critical for students to have web access from their handheld devices. The current system doesn't provide adequate access for cell phones. Jan reminded everyone that information migration and staff training will be a 2 year process. When answering a question, Jan said that faculty and staff currently can create their own web pages and "how to" information is available in the Teaching and Learning Center (TLC). The new system will monitor all pages and also allow for the creation and updating of web pages from any location. They do not need to be on a campus computer.

When answering a question, Jan reported that faculty and staff have been a part of this process. The group, WebHeads, is a subcommittee of the Technology Committee and meets the 3<sup>rd</sup> Friday of the month at 9 a.m. All are welcome.

- VI. Web accessibility –Jan indicated that the new CMS will have an accessibility checker built in during page creation. In addition, staff can run a report that will identify errors in accessibility. Jane Maringer Cantu explained that creating accessible material works best when done prior to having a student that requires assistive technologies. All instructional material and equipment should be Section 508 compliant. Trainings related to compliant material purchase and preparation were held in the past and faculty were responsive. Sabrina and Jane will meet to update training material for both classroom and website instruction. In addition, Jane will reconvene the Section 508 Compliance Task Force to assist in preparing a plan for training and communication.
- VII. Status of assistive listening device installation – Shawn Mulcare reported equipment installation has been completed in the five (5) large lecture rooms with a capacity of 50 or larger. They are SS210, SS214, LS101, PS105 and MU101. He indicated that signage is still needed for each room. Shawn displayed the equipment. Jane described the equipment check-out process.
- VIII. Online education initiative (OEI) – Sabrina reviewed the online education initiative activities being handled by a California Community Colleges (CCC) consortium. Several colleges were chosen for a pilot program. They will evaluate distance education (DE) technologies. The pilot will help develop a rubric for quality on line courses, evaluation of current classes, and criteria for quality DE instruction. If a current quality DE instructional program does not exist, the OEI may develop one.
- IX. Change in host for learning management system (iLearn) – Sabrina reviewed that CSUMB will not host iLearn after June 30, 2015. She said the preferred option is to find a new host for Moodle for 1 year as we wait for CCC consortium results on the OEI. The projected annual cost of a new host contract is \$35,000 - \$65,000. Estimates are still being received. Sabrina said that 1/3 of all classes go through Moodle.
- X. Styleguide/purchasing procedures- Jan stated that purchasing procedures need to be drafted for printed matter. The goal is to have Gavilan printed matter consistent in branding and templates and to ensure proper image usage. Fran asked if internet sites without copyright restriction could be recommended for image use. A list of unrestricted image sites will be added to the draft Styleguide. The draft Styleguide is posted on the intranet. Jan will bring a draft purchasing procedure to the next meeting.
- XI. Social media policies - Jan reported that the Learning Council is interested in developing social media guidelines and will draft a recommendation for Technology Committee review and comment. Fran suggested that input be gathered from instructors.
- XII. Update from student email policy committee – Jan indicated that a policy needs to be drafted to determine the type and format of communication sent out by student email. A task force will be formed to address the policy and will include student participation.
- XIII. New Tech Topics:
  - Shawn noted that as of December 2014 Charter Cable will no longer be free for classroom use. An email will be sent out to faculty to determine whether cable is being used in the classroom.
  - Jane asked if a de-registration warning note could be sent out to students who owe for recently added classes only or that they are dropped from only the added class and not all paid classes. Mimi said there may be problems in pulling that specific information from Banner as the fees owed are not linked to an individual section. It was suggested to

contact Candice Whitney as A&R may be looking at various options for the de-registration process, such as sending an email to students who still owe money prior to a de-registration date.

XIV. Next Meeting – October 9, 2014

XV. Future Agenda Items:

- A. Report from Accessibility Task Force
- B. Change in host for learning management system (iLearn)
- C. Draft publication purchasing procedures

XVI. Report out to your constituent group.

## DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

November 13, 2014

Attending Committee Members: F. Harris, M. Arvizu, J. Bernstein-Chargin, F. Harris, and F. Lozano

Committee Resources and Guests: S. Kinsella, K. Rose, K. Moberg, K. Billups, S. Lawrence, J. Maringer-Cantu, R. Brown, F. Lopez, E. Cervantes, E. Ramones, V. Martinez, K. Lambertz, and S. Wolosz

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  - Article 3.1.1 – “A Supervisor / Confidential Member” has been changed to “A Director / Confidential Member”
  - Article 4.1.1 - Decisions shall be reached through a “consensus” has been changed to “majority vote of those committee members present and voting”
  - (Motion by F. Lozano, Second by M. Arvizu)
- IV. Technology Audit & Application/Infrastructure Project – F. Harris reported that Gavilan College has contracted with Angus Hammer initiating, planning, executing, monitoring, and closing the Gavilan College Banner Application/Infrastructure Project.

Angus Hammer will to provide the following services:

- High-Level Technology Infrastructure Capabilities Assessment
- Banner Application Functional Capabilities Assessment (e.g., Workflow, Procurement, Budget, and Staff Levels)
- Banner Payroll Module Implementation Project (major focus)

(Motion by J. Bernstein-Chargin, Second by F. Lozano)

- V. WebHeads/CMS Update/SSSP pilot – J. Bernstein presented a tentative implementation timeline for the Content Management System (CMS) and Web Site Re-Design.
  - Look/Feel: Gavilan College has a contract with Articulate Solutions to develop an institution-wide template for all District web pages. Articulate Solutions will conduct stakeholder/focus group meetings to gather information, such as current templates, targeted audience. Final designs will go through the shared governance process. Targeted completion is Summer 2015.
  - CMS: The WebHeads sub-committee analyzed various CMS solutions including OU Campus, Drupal, and Cascade Server. After comparing CMS solutions, WebHeads recommends Hannon Hill’s Cascade Server. In addition, WebHeads recommends starting with the Student Services division to assist with SSSP initiatives. Target pilot rollout for Student Services division is Fall 2015. Targeted completion for the entire District web site is Summer 2016.

CMS/Web Site Re-Design starts Fall 2014. Departments will start analyzing/updating their web content. Only updated web content will be migrated to the new CMS.

- VI. Student E-mail and Social media policies – Jan reported that the Communications FIG of the Learning Council are developing a matrix of guidelines for student e-mail/social media. This matrix consists of (a) who's authorized to send, (b) how often to send, and (c) what types of e-mails will be sent to all student e-mail accounts.
- VII. Section 508/Web Accessibility – J. Maringer met with F. Harris to discuss reconvening the Section 508 sub-committee to help ensure ADA/Section 508 compliance. The Section 508 sub-committee will evaluate areas in terms of web accessibility, instructional materials, captioning instructional videos, and VPAT's for vendors.
- VIII. Technology Master Plan – M. Arvizu reported that it is time to start working on the annual update for the Technology Master Plan (TMP). M. Arizu recommends forming a small task force to assist with TMP annual update. The task force will update the computer replacement plan needs to reflect computer replacement needs for the next few years. In addition, the task force will re-evaluate existing initiatives as well as add new initiatives (e.g., SSSP, HR/Payroll). M. Arvizu, J. Maringer, F. Lozano, K. Billups, and S. Lawrence will participate in TMP task force. Anticipated completion is end of Summer 2015 or beginning of Fall 2015.
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Committee Resources and Guests: K. Billups, J. Maringer-Cantu, E. Cervantes, S. Kinsella, S. Lawrence, K. Moberg, and K. Rose

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  - ... We are beginning the implementation of a new CCCApply.
  - ... Updates were completed to support new reporting requirements for the Student Success initiative. Additional reporting requirements are still being implemented.
- IV. SSSP and PB19 Technology Needs – Kathleen Moberg reported that Gavilan is offering GUID exploration classes, in which one component is students creating Educational Plans using DegreeWorks. There is an issue with scheduling GUID classes in existing computer labs. Kathleen proposes setting up PB19 as a computer for the new GUID classes. Currently, PB19 is not configured as a computer lab. Kyle mentioned that PB19 will need a new network switch, additional network drops, additional power outlets, and 25-30 desktop computers. In addition, Gavilan needs to investigate to ensure that there is enough power to support the additional equipment. Jane Maringer mentioned that we need to ensure that the new proposed computer lab is ADA-compliant.

Kathleen Moberg and Kyle Billups proposed purchasing a robust virtual server to house all SSSP-related software and servers. SARS-GRID is used to schedule/track students meeting with counselors. Currently, SARS-GRID is running on an old server and database. Both Degreeworks servers' Dell support agreement expires in April 2015. After April 2015, Gavilan needs to decide whether to purchase new servers or extend the service agreement. Purchasing a robust virtual server will enable Gavilan to install SARS-GRID (3 servers) and Degreeworks (2 servers) onto a single physical box with a 7-year support agreement.
- V. Web Accessibility – Jane Maringer reported the need to reconvene Section 508 committee to help ensure ADA/Section 508 compliance. Jane mentioned that DegreeWorks is not fully accessible, and other institutions are sharing the same concern. If GUID classes are requiring the use of DegreeWorks, then either Degreeworks needs to be accessible or provide additional help to students who needs assistance.
- VI. Online Education Initiative (OEI) – Sabrina Lawrence reviewed the online education initiative activities being handled by a California Community Colleges (CCC) consortium. Sabrina reported that MPC and Hartnell are participating in the pilot OEI. Sabrina will contact MPC/Harnell as well as monitor listservs regarding the status of OEI.
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- VIII. Website/CMS update – Jan Bernstein-Chargin reported that WebHeads continue to prepare for a new content management system. The WebHeads are planning to meet with Articulate Solutions to start developing new web design templates. The new web templates will be responsive supporting mobile, tablets, and desktop computers.
- IX. Student E-mail and Social media policies – Jan reported the need to develop business procedures to send e-mail to all students. What types of e-mails, who can send e-mails, and the frequency are being discussed. For instance, campus events may be sent to all students in a monthly digest. Steve Kinsella mentioned looking at Gavilan’s current BP/AP for computer usage.
- Jan noted that various Gavilan departments would like to create a social media presence. Similar to the e-mail procedures, Jan recommends developing guidelines for departments to use social media. One recommendation is adding the PIO as an administrator for all Gavilan-approved social media sites.
- X. Clery and SaVE Acts (one-click presence): Jan reported that Gavilan needs to ensure that the necessary Clery/SaVE web page are one-click away from the District’s home page. Jan mentioned added a link to the “About Us” drop-down menu that is on every District web page.
- XI. New Tech Topics:
- XII. Next Meeting – November 13, 2014
- XIII. Future Agenda Items:
- A. 5-Year Instructional Equipment Plan spreadsheet
  - B. Upgrading Network Infrastructure to support new technologies that were added the past 3 years as well as upcoming technologies.
- XIV. Report out to your constituent group.

## DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

Thursday, March 10, 2016

Attending Committee Members: F. Harris, M. Arvizu, D. Young, J. Maringer, J. Chargin,

Absent Committee Members: S. Mulcare, R. Hannon, F. Lozano, C. Whitney

Committee Resources and Guests: S. Lawrence, J. Maringer-Cantu, S. Salinas

I. Call Meeting to Order – F. Harris opened the meeting at 1:09 p.m.

a. Addition to Agenda: No Additions

I. Approval of Minutes, Dec. 10, 2015 – The minutes were approved and will be posted on the intranet. Motion by D. Young, Seconded by J. Chargin - all approved

II. Action Items:

a. MIS Core Computing Upgrade. F. Harris, S. Salinas and M. Arvizu

1. Discussed handouts with bullet points from Angus-Hamer Technology Infrastructure Assessment and associated budget requirements
  - Many current hardware failures plus HR/Payroll coming on board require rock solid backup/disaster recovery solution
  - Disaster Recovery data needs to be stored off-site, preferably at the new Coyote Valley Campus. Coyote Valley needs to have dual connections for redundancy for this to work.
  - Wireless network is end of life, but core upgrades are needed first
  - IT closet upgrades required in buildings not renovated with Measure E funds. These still have 15 year old Cat 5 copper cabling
  - Multi-year rollout of system upgrades, per Angus-Hamer assessment
  - Recommend funding this year to the Budget Committee for 16-17
  - Motion by D. Young and Second by J. Chargin to take this to the Budget Committee for approval

I. Information Items:

a. Printing Assessment Report – Saul Salinas presented the printing status report update for faculty and staff.

- Saul has been working with 3 vendors to determine current status and recommendations for future purchases
- This is a multi-year effort with the focus this year on the purchase of Paper Cut software to monitor and charge back printer usage in an effort to minimize waste of resources and cut down on the 4 million pieces of paper used per year.
- Saul presented a campus map of potential locations of new and existing Multi- Function Printers (MFP's). This would eventually remove desktop printers and replace with MPF's in appropriate locations.
- Prioritization of MFP locations is planned for the 2017-2018 year.
- Discussion on use of desktop units as scanners only

- Privacy of printouts and special paper requirements controlled by user login
- Next steps are to work with vendors to obtain best prices for appropriate models

a. Section 508 task force update – J. Maringer

- Section 508 Task Force committee met to work on a checklist for procurement, which would be scanned and attached to a requisition prior to the requisition creation.
- Their next meeting is Wednesday, 3/30 at 4 pm in the TLC

c Update on implementing Canvas, FreshDesk and NetTutor by Sabrina Lawrence

- The Distance Education Committee has been meeting to discuss implementation of Canvas as our Learning Management System (LMS)
- We are currently using Remote Learner at a cost of \$10,000 per year. Canvas would be free for the first 3 years. OEI is working to secure funding for Canvas for future years, in the hopes that it would be free or at a reduced price. List price is between \$30K and \$40K per year.
- The Distance Education committee has found all positive feedback for Canvas.
- They will probably recommend changing to Canvas for Fall 2017
- NetTutor is a part of the Tutoring Center and provides on-line tutoring services for distance education faculty and students
- FreshDesk is help desk software which has a form for faculty to create trouble tickets to the distance ed email account so questions can be answered immediately or referred for additional information
- An FAQ database will be created from these questions and answers

d Pilot program for training online instructors through Title V – presented by Sabrina Lawrence

- Title V is funding a pilot program to train online faculty to create courses and showcase their courses.
- 30 teachers total are expected to be included in this training

i. Next Meeting – April 21, 2016 time 1-2 p.m. location to be determined

- Information item - Discussion of Video Conferencing – Sabrina Lawrence

i. Report out to your constituent group.

i. Meeting adjourned – 2:05 p.m.

## DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

Thursday, April 21, 2016

Attending Committee Members: F. Harris, M. Arvizu, D. Young, J. Maringer, J. Chargin, S. Mulcare, R.Hannon, F. Lozano, C. Whitney

Absent Committee Members: ASB

Committee Resources and Guests: S. Lawrence, J. Maringer-Cantu, K. Billups, E. Ramones

I. Call Meeting to Order – F. Harris opened the meeting at 1:07 p.m.

a. Addition to Agenda: No Additions

I. Approval of Minutes, Mar. 10, 2016 – The minutes were approved and will be posted on the intranet. Motion by F. Lozano, Seconded by S. Mulcare - all approved

II. Action Items:

a. Adoption for Gavilan College of the Canvas LMS through the state funded Online Education Initiative (OEI) – Sabrina Lawrence

1. Sabrina presented the Distance Education Report to the Academic Senate dated 4/19/2016

- The Distance Education Committee approved moving from Moodle to Canvas.
- This is offered by the OEI group for free for 2 years, and Canvas will then cost approximately \$40,000 annually after that.
- The OEI group reviewed Blackboard, Remote Learner and Canvas with 74 out of 75 members favoring Canvas.
- Canvas is Section 508 compliant, and this is certified by the state.
- Training in the use of Canvas will be provided by the Teaching and Learning Center (TLC).
- A FAQ page has been created by the TLC.
- There are some MIS issues to be resolved to provide the interface to Banner.
- The Distance Education Committee is requesting approval from the DTC to schedule our migration to Canvas, starting October 2016 with implementation in Summer and Fall of 2017.
- Motion to approve was made by Ron Hannon and seconded by Fran Lozano – all approved.

I. Information Items:

a. Substantive Change Proposal for the online delivery of 43 programs and 35 certificates to the Accreditation Commission – Sabrina Lawrence.

- Sabrina presented the Distance Education Report to the Academic Senate dated 4/19/2016.
- This included information on the ACCJC approval to offer 43 programs and 35 certificates offered as on-line programs and certificates.
- These on-line certificates and programs were approved by the ACCJC in March, 2016.
- This is a great marketing tool to have Distance Education certificates and degrees.

- We are now in compliance.

a. Progress on MIS Core Computing Upgrade – Mimi Arvizu

- \$216,000 in hardware was ordered to begin implementation of the core computing upgrade referenced in the Technology Audit Report by Angus-Hamer Networking corporation.
- This includes the data center storage and core servers.
- Fred requested additional information to take to the Board Budget Committee on why we are not using cloud storage.
- MIS will provide costs for the Ellucian Cloud services and cloud storage options.

a. Section 508 task force update – Jane Maringer

- Section 508 Task Force committee met to work on the second draft of a checklist for procurement, which would be scanned and attached to a requisition prior to the requisition creation.
- Examples of other community colleges VPAT forms have been received from Santa Barbara and DeAnza colleges.
- There is a need to provide training on these requirements.
- Their next Section 508 meeting is Wednesday, 4/27/16 from 3-4 in the MIS Conference room.

a. Proposed locations of consolidated Multi-Function Printers – Fred Harris

- Fred presented a consolidated MFP renewal map for staff printers only.
- The budget committee has rated highly the purchase of the software to set up the system.
- Issues with current printers will be dealt with one at a time. Currently we are redirecting staff to nearby MFP's for printing needs.
- Dana indicated that she will lose the connection with a student if she needs to get up from her desk to retrieve a printout.
- Candice indicated that the A&R process for providing printouts for student schedules and fees paid would be difficult if staff had to walk to the MFP in their office area for each student transaction.
- Fred acknowledged that there will always be exceptions.

i. Next Meeting – May 12, 2016 - time 1-2 p.m. location to be determined

i. Report out to your constituent group.

i. Meeting adjourned – 2:00 p.m.



## DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

Thursday, October 13, 2016

Attending Committee Members:—F. Harris (Chair), M. Arvizu, S. Mulcare, D. Young, J. Bernstein-Chargin,  
F. Lozano, R. Hannon, K. Moberg, R. Kinman

Committee Resources and Guests: J. Maringer-Cantu, S. Lawrence, E. Dietze,

I. Call meeting to order- F. Harris opened the meeting at 1:04 p.m.

a. Additions/Deletions to the agenda: No additions

I. Approval of minutes September 15, 2016 -The minutes were approved and will be posted on the intranet. Motion by Fran Lozano , seconded by Dana Young - all approved

I. Information Items

A. Technology Master Plan Status – Fred Harris

Prior to updating the Technology Master Plan, the campus will first begin the process of updating our Educational Master Plan. The Educational Master Plan consultant for this project was approved by the Board on Tuesday. Following this update, the Facilities Master Plan and the Technology Master Plan will be updated.

Fred presented a draft diagram of the proposed new structure for the IT Department following the retirement of Mimi Arvizu. Kyle will be the Interim MIS Director. His current position as Assistant MIS Director will be replaced by a new Senior Programmer/Analyst position. Sabrina indicated that Gavilan's MIS Department is understaffed according to the Chancellor's Office Total Cost of Ownership recommendations. This information is included in our current Technology Master Plan. Sabrina recommended that we not bring new technologies on campus unless they can be fully staffed in MIS. She also recommended creating positions for Educational Technologists to assist with training and lab staffing.

Fred also indicated that the Technology Infrastructure Audit from Angus-Hamer has now been fully funded. This means that the core computer components will all be upgraded including fiber, switches and cabling. New fiber from the core to the Gym including the Library will also be upgraded. New WiFi for the campus was funded by grants. Once this new infrastructure is in place we can begin looking at zero client workstations for the labs.

Fred also commented on discussions with ellucian to shift our Banner implementation to either their application hosted environment (AHS) or application managed services (AMS) model to alleviate the issues we have had with our current ellucian DBA.

A. Microsoft Office Upgrades – Fred Harris & Mimi Arvizu

We will be updating the Microsoft Office Suite to Office 2016 starting with the Business Building labs. This will begin during winter break to be ready for Spring 2017 classes. The remainder of the labs will be upgraded followed by faculty and staff computers. Faculty who are teaching the Office 2016 classes will be upgraded along with their labs. Dana offered to update the Library computers so students could work with the same version of Office in the Library. Jane also offered to update the computers in the DRC.

A. Progress on MIS Core Computing Upgrade – Eric Dietze

Fred reported that we have now fully funded the core infrastructure recommendations of our Angus-Hamer network audit. Funding has been provided by a grant to replace our WiFi system for the entire campus. Also, the gym renovation will provide upgraded fiber from the server room to the gym, which will include areas in the Library not renovated previously.

A. Status on Printer Upgrade and Consolidation Project – Fred Harris

An attachment of proposed locations for the new multi-function printers (MFP's) was included in the meeting information email. Saul is currently investigating leasing options versus purchases. This has the potential to allow us to replace all printers at one time at a lower overall cost than our current practice or outright purchases. PaperCut software will be used to allow for mobile printing with user access codes to release print jobs to the printer closest to the user. We hope to bring a preferred vendor to the next committee meeting for approval, which would then go to the Board in December. This would allow for replacement of all printers during the winter break. Any special needs for DRC or Shawn's department should be sent to Saul. No new supplies for the old desktop printers will be approved.

B. Canvas Implementation – Sabrina Lawrence

Sabrina stated that the Canvas implementation is ready for test accounts. They are currently importing faculty into Canvas. Canvas will train 20 instructors in the use of their LMS. These instructors would then train new instructors in the use of the software. There is also training available through @One and in the TLC. They plan to pilot 5 classes during the Spring, all classes during the Summer, and a full rollout in Fall 2017. This software is provided for free from the Chancellor's Office through 2019. Work is in progress at the Chancellor's Office to continue funding it for free, since it is considered a required tool. Sabrina is currently importing classes from Moodle into Canvas. Students are pressuring faculty to use these online tools.

Jane has located free accessible media player software from Washington. She will make this available to the TLC.

A. Section 508 Task Force Updates – J. Maringer-Cantu

Jane attended an 8 hour workshop on Section 508. She recommended that we

create an Access button on our website to report any accessibility issue on campus. We also need an access email account. The big issue is who will answer all these email requests? Jan suggested that we copy the Site Issues form and rename it to "Accessibility Issues?" The Chancellor's Office is looking at hiring a third party to verify that software is accessible.

Jane said the Section 508 Task Force will be renamed to Universal Access Task Force.

Also, October is Disability Awareness month. Jane will send out a survey on awareness and bring the results to the Technology Committee.

I. Next meetings – November 10 @ 2 pm and December 8 @ 2 pm.

I. Report Out to Constituent Groups – No reports

**Meeting adjourned at 2:05 p.m.**