**2016 09 22 ISC Meeting**

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

Meeting called to order at 9:30 AM

Introductions around the table.

**Minutes from 20160526** were examined. The "ask Jinan" phrase in the minutes was discussed and the sentence it was attached to was deleted along with a stray period. Motion was made by Maria, seconded by Carol that the minutes be approved as amended. Motion was passed unanimously at 9:41AM.

Jinan reminds committee we are advised to stick to the agenda during meetings in observance of the Brown Act. Rules of quorum and voting are discussed.

ISC website was re-done by Paul Trautwein. Jinan presents the updated web page on projection screen.

**New business.**

Jinan explains the ISC’s functions as a committee.

Jinan proposes the ISC spend time in the upcoming year to consider the merits of SMC moving to become a paperless campus. Perhaps ISC could make a motion along the lines of the food and drinks in classrooms initiative last year. Al reports that AV techs were tasked with placing no-food-no-drinks signs (paper) on any podiums that don't already have them. Jinan to bring up a report on this to Academic Senate.

Carol asks if there are any plans to place charging stations in buildings such as the Library. Jinan suggests that issue would be appropriately placed in the Program Review. Bob asks if Associated Students might be interested in funding charging stations. Discussion of the nature and kinds and possibilities of various power strips or charging stations that could be used to charge students’ mobile devices conveniently.

Jinan discusses Open Educational Resources, including online text books, online labs, videos, etc. SMC applied for $50,000 last spring in funding for OER. The money would be used to run workshops and seminars to aid and encourage faculty in using these resources (faculty cannot be directly paid as an incentive to switch to OER). Jinan's role with OER will adjust according to whether the grant is approved or not, but either way OER will be her project over the next 3 years. A good repository for OER materials is found at the URL “cool4ed.org”. Alternative textbooks can be used if they were published within the last 5 years and don't change the content of the curriculum.

**Old business**

Section 508. Ellen did great job on new website that is available. Shawn having difficulty finding the link to this website in the disability resources section. Links for these pages need to be made more readily and consistently available. Jinan requests Shawn to mention to Jenny Merlic to encourage faculty to visit these web pages. Maria also suggests that this encouragement be further propagated to Canvas users as well. Jinan mentions this is best done before faculty have migrated to Canvas rather than after, when Faculty might be less likely to make advised changes.

**Updates on other projects**

Bob mentions ServiceNow – Information Technology is looking at ServiceNow to make sure it is optimally useful before rolling it out to all campus users. Bob to keep us posted on progress.

Al completed replacement of Xerox Multi Function Devices fleet. Eighty new devices have been installed. New features include mobile printing and capability for printing from USB sticks. Faculty/staff can send their documents to [Mobileprint@SMC.edu](mailto:Mobileprint@SMC.edu) and receive a code in return that allows them to print to any Xerox fleet printer on campus. Training for the MFD’s can be obtained at the Media Center. Users are advised to send Al an email for an appointment. Al also mentions that 3 smart classrooms approved by ISC were completed and SMC is now at 100% smart classroom capacity.

Carol mentions library has new high speed scanner that anyone can use to scan text books, and Carol also describes how the scanner works.

**Motion made by Bob to adjourn**, seconded by Ebrahim. Meeting adjourned at 10:44 AM.

