

**Academic Services Committee
Monthly Meeting Minutes
March 24, 2014**

Committee Members Present: Sonit Bafna (president), Amy D'Unger, Peter Hesketh, Denise Johnson Marshall, Helena Mitchell, Carrie Shepler, Susan Wells Parham,

Not present: Arjun Meka, Michelle Powell (Executive Board liaison), and Kristin Butler

Sonit Bafna called the meeting to order at 12:04pm.

Sonit Bafna called for a vote to approve the meetings from the January meeting. He submitted comments regarding the minutes from Michelle Powell (submitted via email). He proposed the emailed comments be incorporated into the January meeting minutes. Helena Mitchell moved to approve amended minutes. Peter Hesketh seconded the motion, and the committee voted unanimously to approve the minutes.

Denise Johnson Marshall and Helena Mitchell presented regarding issues related to universal accessibility of campus services.

- There exists a presidential committee on accessibility, and one subcommittee (chaired by Jenny Singleton) focuses on programmatic access (classroom environments, etc.). Denise and Helena are on the subcommittee and have spoken with Jenny Singleton about providing a draft of the subcommittee's report to the President from which the ASC can pull out topics important to us (initiatives inside the classroom, in particular) to write a letter of support. Potential topics include:
 - Educating faculty about how to make instructional materials accessible during creation rather (as well as retroactively).
 - CETL would be a good partner for that initiative, and CATEA and Alternative Media Access Center (AMAC) could be utilized, as well.
 - Disability sensitivity training for faculty during new faculty orientation
 - Accessibility of portals purchased by Georgia Tech (T-Square, IRB Wise, etc.)
- The issue of getting information to current faculty arose. Possible solutions include:
 - Faculty meeting presentations by a designated (and properly trained) group
 - A point person could be assigned per department or per college

- Workshops led by CETL
 - Training of and by OIT personnel
- Sonit summarized that the ASC's role can be to provide a letter of support for the subcommittee's report and proposals. *Denise and Helena will receive the subcommittee document from Jenny Singleton, draft the ASC letter, and circulate it via email to the ASC for approval prior to the next subcommittee meeting in April.*

Sonit circulated a summary of his research (including a meeting with Bing Wang, director of public services for the library) regarding academic services to the community outside of Georgia Tech.

- The public has access to most things that the Tech community does, but it is on a restricted basis. For example:
 - The catalog is open to all to browse, but the public is restricted from access to databases, e-journals, etc.
 - The public has access to library computers, but they are restricted to access of main cluster computers that have specialized software.
- Special services are available to the public:
 - Research of databases by library faculty or staff
- Special collections are open to the public.

Susan provided some additional information about resources open to the public:

- SmarTech,
- Archives
- *Susan will talk to head of archives for more information*

Peter commented that identification is required to enter the library. He questioned whether there is a way to eliminate this and make the library a more open, easily accessible space. Susan responded that for students feel it is really important to have security barrier.

Other campus resources include the Office of Professional Education. Sonit wrote to director Nelson Baker who put him in touch with Leo Marks. *Sonit proposed asking Mr. Marks to come do presentation regarding their outreach services for our April meeting.*

Susan asks if we should continue to try to have alumni angle for this topic. Sonit replied that right now things are open-ended, but we should continue to keep this in mind (we have received no reply from previous inquiries).

Sonit asks if there are other resources we should explore and whether we should make a college-by-college inquiry. Should we investigate MOOCS further? *Sonit will contact George Wright from distance learning.*

Sonit raised the issue of whether the ASC is interested in the central library reorganization. Susan commented that she recommended committee members to participate in survey collections regarding this, and Amy commented that she participated.

Amy commented that it seems as though the reorganization is too far along for the ASC to give significant input, but it might be good to learn about the current plans.

Sonit questioned whether the ASC is interested in having a guest speaker from the library. The general consensus was yes, and *Susan will contact Ameet Doshi, head of user experience, to invite him to a future meeting.*

Sonit Bafna adjourned the meeting at 1:01

Minutes respectfully submitted by,



Carrie Shepler
Secretary, Academic Services Committee