FACULTY SERVICES COMMITTEE
Georgia Institute of Technology

09 November 2015
1:00 pm – 2:00 pm
Georgia Tech Library, Kaiser Room

Meeting Minutes
Present: Anuraag Bahl, Tanah Barchichat, Russell Clark, Amy D'Unger, Christopher Edmonds, Mandi Johnson, Susan Parham

1. Approval of minutes from 01 September 2015

- Tanah Barchichat noted a correction from "confidential research" to "unclassified research" under agenda item 3
- Susan Parham moved to approve minutes with the correction; Tanah seconded the motion. The corrected minutes were approved unanimously.

2. Reports of FSC liaisons

- Tanah Barchichat—Open Access Policy Committee
    - He wants to take our concerns to committee
    - First meeting is next week (Week of 16-20 November)
    - Interested in sharing open access with GTRI, little or no awareness of OA policy at GTRI leadership level
    - It was observed that the Tech OA Policy is not punitive and no one checks to confirm faculty comply with the policy
        - Funding agencies and publishers have their own requirements; for example, *Nature* requires authors submit a waiver of the GT OA Policy
        - Susan Parham noted this intersection of the GT OA Policy and individual policies of funding agencies and publishers—the OA Policy Committee is examining this
- Amy D'Unger—Web Governance Committee
    - Committee reviewing rules and regulations of GT web content
    - 2 meetings to date this year

3. New Business

- Feedback on proposed campus Web Accessibility Policy via Web Governance Committee
    - Reason for the policy: "The Georgia Institute of Technology ("Institute") is committed to providing equality of opportunity to persons with disabilities, including equal access to Institute programs, services and activities provided through Information Technology (IT). This policy establishes minimum standards

and expectations regarding the design, acquisition or use of Information Technology." [Draft: Information Technology Accessibility Policy]
- o The idea is that GT web pages create accessibility for those with disabilities, this includes providing descriptive captions of photos, transcripts, closed captioning, etc.
- o Amy D'Unger asked for comments or concerns. Comments are due by 17 November and the Web Governance Committee meets 18 November.
- o Questions and Concerns
  - What exactly constitutes "Institute business?" Are student works considered Institute business, works that are referenced later by others, etc.?
  - Document gives seemingly contradictory requirements and exemptions for legacy pages.
    - Where does the line get drawn for what has to be retrofitted?
  - What is expected of retrofitting if one doesn't know how to do this? Is OIT going to offer guidelines, help, specific programs, etc.?
  - "All electronic documents" and "all multimedia" is very broad. Does this include everything a student does for a class?
  - If OIT (or some department) doesn't do the work or at least strictly oversee this project the results are going to be very inconsistent and unsustainable.
- o Amy compiled the feedback and will submit our comments and questions to the Web Governance Committee [report attached]

4. Old Business

- Discussion of the agenda for the coming year
  - o Previous possibilities included open access implantation, web governance, research data, and new faculty orientation
  - o Anuraag Bahl will check with FSC's former student representative Sara Palagyi to get the status of the CETL technology initiative for faculty
  - o New faculty orientation is now handled by Faculty Affairs (instead of CETL)
    - It would have been logical for Faculty Affairs to have contacted FSC, but they did not
    - There may be opportunity for review and feedback on the current orientation structure and contents

5. Adjournment

- The meeting adjourned at 2:01pm

MEMORANDUM

DATE: December 2, 2015
TO: Burns Newsome and Lori Sundal
CC: Dave Holston
FROM: Amy D'Unger, on behalf of the Faculty Services Committee

RE: Faculty Services Committee Comments on the "Information Technology
                Accessibility Policy"

Members of the Faculty Services Committee (FSC) met and reviewed the draft of the

"Information Technology Accessibility Policy." The committee had several
questions/concerns about the policy and would like to share them with you. Some of
these issues may be dealt with in other documents, with which the committee is not
familiar. I will present the issues in the order that they appear in the document.

1. The document begins with a policy statement, but does not speak to how the
   policy is to be implemented. Those in IT may know how to easily access
   information on how to implement the various requirements of the policy, but
   many of the affected parties on campus do not. Is there documentation on how
   to implement individual requirements of the policy (e.g., indicating in plain text
   how users can report inaccessibility) and can it be linked to this policy?

2. The document refers to "electronic documents" and "multimedia," but these are
   not included in the definitions that begin on page one. These are extremely
   broad categories and it would be helpful if some parameters could be drawn
   around them, as they seem to encompass *everything* that is online (at least from
   the perspective of non-IT people).

3. Part 1c states that "legacy pages determined by the publishing department or unit
   to be of the highest priority in providing Institute services online (core
   institutional information) shall comply" with the policy. This indicates that each
   unit, department, or school will be left to determine whether the information on
   its legacy site is of the "highest priority" in providing core Institutional
   information. We were concerned that a statement that broad could lead to a lot
   of variability. We would also suggest providing a definition of "core institutional

information" in the definitions section. For example, one of the FSC committee members stated that teaching is a core part of the Institute's mission, so should all senior design projects that are online comply with this policy?

4. Part 1d states that the Institute will, upon request, "convert or render the non--compliant web page so as to meet…standards." Does this mean that the Institute will provide these services, or that units will have to pay the Institute for these services? In addition, must a complaint be made for the Institute to assist or can the unit with the relevant web page just request assistance?

5. Parts 2 and 3 indicate that the policy applies to all electronic documents and all multimedia. This is so broad as to be completely unachievable. Do electronic documents in SmarTech, like an undergraduate student thesis, need to be updated? Do videos of class presentation need to be captioned? Is that core Institutional information? There are hundreds of thousands of items to which this policy applies, and it is highly unlikely that units will have the time, resources, and/or skills to retrofit all these documents. A clarification about what is and is not "core Institutional information" could assist with some of this problem.

6. Part 1c states that "legacy pages determined by the publishing department or unit to be of the highest priority in providing **Institute** services online" are not exempt from the policy, whereas part 1, bullet point 3 of the exemptions states that web pages, documents, and/or multimedia that are essential to a **department** or **program** are not exempt from the policy. These are two different standards for exemptions.

Please don't hesitate to contact me if you have any questions or concerns, or need clarification on any of the above points. As the liaison from the Faculty Services Committee, I will not be able to attend the December 9th meeting of the Web Governance Committee because my final exam is scheduled from 8.00 – 10.50 AM on that day. I will try to provide an alternate for the meeting.

Regards,
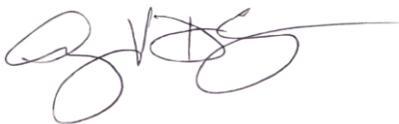
Amy D'Unger, Ph.D.
Associate Director of Undergraduate Studies
School of History and Sociology
Member, Faculty Services Committee (2010 – 2016)