

**Faculty Senate Committee on Technology**  
**Minutes**  
**2/2/2016**

- University Records and Information Management Committee

Lisa Crawford-Craft agreed to serve as FSCOT representative.

The formation of this committee resulted from a recommendation made in a report to the Provost last year from the University Records Task Force. Many of you participated on that task force.

The charge of the committee is as follows:

To develop, review, revise, endorse and interpret university records and information management and technology policies and procedures for the university community and ensure that those policies are appropriately disseminated to the campus community. All policies related to records and information management and technology should be approved by this committee. In addition, the committee will:

- Keep retention policies and schedules updated
- Provide guidance on matters related to records and information management and information technology
- Ensure best practices are known and followed
- Respond to records questions and issues
- Identify and implement training opportunities
- Develop implementation and enforcement strategies
- Address changes in technology and recordkeeping priorities

The committee will report to the dean of Libraries in behalf of the Provost and Senior Vice-President. Cliff Hight, University Archivist, will chair the committee. Membership of representatives from the following:

- University Archives
- Information Security and Compliance
- Office of General Counsel
- Office of the Registrar
- Division of Financial Services
- Faculty Senate Committee on Technology
- Human Capital Services
- Information Systems
- Freedom of Information Office
- Vice-President for Research Office

The committee will determine its meeting schedules and agendas and the chair will report quarterly or upon request.

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- Access Tech Policy

Andrea Blair led a discussion of the Kansas State University accessibility Standards.

<http://www.k-state.edu/accesscenter/faculty/CourseAccessibilityStandardsPolicy.pdf> is the current policy and needs updating. It originally started in faculty affairs; however, I believe FSCOT needs to be involved because responsibility will fall on IT. I am not sure whether it is located in the best place of the handbook either. Just some thoughts about what is coming down the pike.

*Course Accessibility Standards Policy (FS 6/12/07, addition of policy)*

F125 Scope. Federal law requires that Universities provide equal educational opportunities for all students, including students with disabilities. This Course Accessibility Standards Policy provides guidance for ensuring that all course delivery methods utilizing technology (eLearning) are accessible to student with disabilities.

F125.1 Background. Many of the courses offered at Kansas State University use technology to enhance course delivery, both on-campus and through distance learning (referred to as eLearning). The United States Department of Education, Office for Civil Rights (OCR) has stated that eLearning must be designed and delivered in such a way that all students, including students with disabilities, have equal access to course content.

In 2001, Kansas State University developed a memorandum detailing the University's responsibility for creating accessible administrative, college, and department web pages. Accessible templates were developed for this purpose. Since 2001 the use of websites, web-based course management systems, and various technologies to routinely provide instruction to students has grown exponentially. Therefore, the Course Accessibility Standards Policy extends beyond the 2001 Web Accessibility Memorandum to include distance education and instructional websites as well as all eLearning course content.

F125.2 Legal Requirements. Collectively, State and Federal regulations require equal access to resources and materials for students who are otherwise qualified to enroll in the course. Furthermore, accessibility must be built into eLearning; OCR interpretation states that a University violates its obligations under the Americans with Disabilities Act when it responds only on an ad-hoc basis to individual requests for accommodation. Finally, this instruction must result in a course-taking experience that is similar to that of students without disabilities.

Applicable legislation includes:

- Federal Law:
  - The Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination on the basis of disability
  - Section 504 of the Rehabilitation Act of 1973, which ensures that federally funded institutions such as Universities provide equal access to all services and programs, with or without accommodations.
  - Section 508 of the Rehabilitation Act Amendments of 1998, which requires electronic and information technology to be accessible to persons with disabilities
- State of Kansas Information Technology Policy 1210 – State of Kansas Web Accessibility Requirements. This document is based on the Priority levels developed by the World Wide Web Consortium (W3C) for developing accessible web sites.
- Kansas State University Memorandum outlining webpage accessibility requirements for administrative websites.

Meeting Course Accessibility Standards for eLearning is best accomplished through the application of the principles of Universal Design to course development. Universal Design refers to the design of products, environments, and services to be “usable by all people, to the greatest extent possible, without the need for specialized design.” Much like curb cuts benefit more than mobility-impaired persons, electronic curb cuts provide benefits for the larger student population as well.

Often, providing a single accommodation (such as a transcript for an audio course segment) provides benefits to many different persons with different disabilities and/or learning styles. The resulting Universal Access is effective for all students and is the best way for eLearning at Kansas State University to meet the needs of students with disabilities and to meet the demands of current and future technology.

F125.3 Policy. This policy applies to all faculty and staff developing courses or course management systems for K-State or affiliates. All course delivery mechanisms and course content must be made accessible. This policy refers to new courses, new materials added to existing courses, and “retrofitting” of existing courses. In addition, software that is purchased and utilized in a course must also be accessible. Making courses accessible may include, such actions as saving documents in a universal format such as Microsoft Word, providing a written transcript of audio content, or embedding a text description of graphics inserted into a PowerPoint slide or website. By making courses accessible to students who are sight or hearing impaired, you are also making the same course accessible to students with a wide range of other disabilities.

F125.4 Responsibilities. All University administrators, faculty, and staff who are involved in course development and delivery share the obligation to ensure that eLearning is accessible to

students with disabilities. The Dean of each College will be asked to review for compliance with this policy any new course approval or course alteration. The Office of the Provost will make reasonable efforts to provide professional development, training, and technical support for faculty and staff involved in the creation of accessible eLearning.

F125.5 Implementation. Faculty and staff who need technical help implementing this policy may contact Information Technology Assistance Center, <http://www.k-state.edu/itac> or Student Access Center, <http://www.k-state.edu/accesscenter/>.

- CIO, letter to the President

Review of letter draft.

Dear President Schulz,

Thank you for the opportunity to discuss Ken Stafford's retirement announcement and the future role of Chief Information Officer and Vice Provost for Information Technology Services.

Faculty Senate Leadership Council met with Ken at our meeting on January 11th. We invited Ken to share the perspective, wisdom, and insight of his experience as the first CIO of K-State. Ken has worked closely with senate from the beginning and we expressed our gratitude for his leadership and accomplishments. A five year IT review was posted at the Inside ITS blog (<http://blogs.k-state.edu/its/2015/12/17/its-5-year-accomplishments/>) last month. It is evident ITS has momentum as we move towards K-State 2025.

According to EDUCAUSE Core Data Service, when comparing K-State to our Big 12 peers, 75% place the CIO as a direct report to the President or Provost\Senior Vice President. Additionally, when looking at our 2025 peer comparison institutions, the majority (80%) place the CIO on the President's cabinet regardless of direct report.

Having the CIO remain a direct report to the Provost and Senior Vice President would keep academic focus a priority, however we strongly feel K-State (especially in meeting 2025 goals) would benefit with the CIO at the President's table for all strategic discussions for the university. The role of the CIO should begin here as ITS is a vital part of every function of the organization.

In our discussion, FSCOT did not see a benefit to placing the CIO under a different Vice President in the organizational structure. On the contrary, committee members expressed a perception of ITS being moved down in the ranks if such a restructuring would occur and possibly creating obstacles where none currently exist.

It is the recommendation of the Faculty Senate Committee on Technology, in an effort to nurture and promote this momentum of success, to encourage the consideration of expanding the President's cabinet to include the CIO.

FSCOT is very willing to continue this dialogue and serve in any capacity as we move forward!

- CIO, search committee

Don Crawford has agreed to serve on the committee for an interim search.

- Human Capital and IT staff

Rebecca Gould contacted FSCOT regarding additional representation during discussions with Human Capital regarding the Total Rewards program.

- Telecommuting Policy

Discussion of the announced policy: <http://www.k-state.edu/policies/ppm/4000/4045.html> with extended conversation regarding remote office setup.

#### Remote Office Setup

The agreement will cover the specific hardware, software, communication lines and tools to be used as well as who is procuring or providing for those, what area constitutes the employee's workplace, and other pertinent information. Data security must be addressed in the agreement. The environment must be free of safety and fire hazard. Information regarding office set up best practices, such as ergonomics and security, will be made available to the employee by K-State, and will be the employee's responsibility to implement. Employee must agree to follow [PPM 6510.030 Off Campus Use of University Property](#).