

Academic Technology Committee

Meeting Minutes 10/21/11

Attendance

Name	Present	Absent without contribution / prior notification	Absent with contribution / prior notification
Andrae Jones			x
Bob Beeson	x		
Connie Allen	technical issue		
Eleanor Bunting	technical issue		
George Manacheril	x		
Jamie Marecz	x		
Steve Nice		SACS issue	
Martin Dubetz	x		
Mary Myers		SACS issue	
Robert Anderson	x		
Rona Axelrod	x		
Scott VanSelow	x		
Tatiana Arzivian	x		
William Dwyer	x		

Minutes

Meeting Logistics

The meeting was held in K 129 on the Lee Campus and via TinyChat, the Chat tool in the committee web site within Canvas. We learned this morning that although everything worked during testing on Wednesday, the campus wired network was not able to connect to TinyChat this day. The network guys were working on it but they did not find a solution before the start of the meeting. A laptop on the wireless network was used along with an iPad that could easily be passed. Unfortunately, although TinyChat is accessible on an iPad, TinyChat within Canvas is not. Consequently, we were forced to use a TinyChat room outside of Canvas. The Canvas chatroom was kept open during the beginning of the meeting to give out the link to the other room for anyone who was able to join. At some point the connection to that room was dropped and we ended up not connecting with Connie Allen. Dobin had been trying to connect from the Edison Online building and ended up coming to K 129 at about 1:30. Dobin suggested trying the Conferences tool (Big Blue Button) instead of the Chat tool in the future.

Last Meeting's Outcomes

The first agenda item was updates on the status of last meeting's outcomes. The outcomes had been sent to Dr. Atkins but he did not provide feedback. Although only in the position for a few days, Dr. Harrel did provide feedback which was shared with the committee, her comments in red.

Encourage faculty to complete Microsoft Digital Literacy curriculum and associated certification exam as part of required professional development for portfolio. Fund a reward for the department that reports the highest percentage of faculty that pass the exam.

I located \$1000.00 for the department with the most faculty with the required associated certification exam. I would like your committee to develop guidelines or qualifications for this (i.e. only full-time – I would suggest including adjuncts; how will you determine who had the most- you will need to make it equitable so that all departments have a fair shot; what is the end date) An additional incentive may be to remind those units with technology in their unit plans. This would be a great way to have them help meet their unit goals and win money for the department.

Standardize on Windows 7 and Office 2010 on all campus computers by start of spring

This request will need to be vetted through Steve Nice and his team. Maybe you could ask for a formal implementation plan to present at the next meeting.

Offer Windows 7 orientation sessions in the TLC

Please coordinate these efforts through Judy VanGalen. I am sure she would be happy to add these sessions to the agenda of offerings.

Offer Office 2010 orientation sessions in the TLC

Please coordinate these efforts through Judy VanGalen. I am sure she would be happy to add these sessions to the agenda of offerings.

Assign a person / fund a position with the following duties: This would need to be part of next annual budget process. However, I would encourage this group to be innovative in seeking grants/business partners to assist with the funding of this position. You may also want to work directly with e-Learning (I'm sure you do already). There may be funds available there already???

- create "TLC Online" offering professional development sessions through the learning management system for faculty, staff, and administration to complete on their own time

- online offerings will have instructional materials such as videos and readings, an assessment to demonstrate understanding and record completion, and a method to print a completion certificate
- work with the Faculty Coordinator of Professional Development to convert live TLC sessions into an online format when appropriate
- work with the Professional Development Committee and Academic Technology Committee to develop original trainings for TLC Online
- encourage and track completion of online trainings
- evaluate and enhance the quality of trainings

In addition, you may want to contact Dr. Rath, Chair of the Dean's Council to offer a short presentation to the Dean's. You may find some other areas that have already included technology components in their unit goals. I know it would help the School of Education. Just a thought!

Implementation of Action Steps

Since we have support and funding for the Digital Literacy Certification project we discussed implementation. Specifically, we discussed how to divide faculty and academic staff into groups for the competition. It was decided to group by subject area. Groups of nearly equivalent size will be made and the percentage of them that complete the certification will receive the prize. In the event of a tie, the money will be split. Rona suggested the cash award come with a caveat that it be spent on something related to technology.

Technology Survey Update

At the last meeting, the committee decided to create a technology survey to get a baseline of technological proficiency. Jaime was to lead the initiative and collaborate contributions from members. She reported that only one member had submitted suggestions for survey questions (Scott). It was decided that she would resend out her email asking for question suggestions. We want to have a draft by the next meeting.

Updates from I.T.

Steve Nice was unable to attend or send a representative from I.T. so we did not get updates related to the current computer refresh program, the potential for expanding the pilot Citrix project for more classes and for faculty and staff, and the status of the faculty transition to Outlook. After the meeting, Steve was asked to provide updates on these issues via email.

Update on Tk20

Scott reported meeting with Dr. Harrel to learn how Tk20 is being used in the School of Education. Dr. Harrel explained that they chose Tk20 because of its powerful reporting capabilities which they need for unit and program evaluation and multiple accreditation reports. She said they also utilize the survey capabilities, assessment calendar, critical tasks, common assessments, portfolio tool, and others. Initially, it looked like they were going to have to pay \$8,000 annually and provide a server but it ended up costing only \$3,000 one time with no server requirement. Students pay \$125 one time for 7 years of access. All students in the program are required pay this fee. They can choose to extend beyond the 7 years at the rate of \$30 per year. We need to find out if we are able to expand usage of Tk20 beyond the School of Ed. under those same terms. Scott tried to meet with Dr. Martin Tawil, the person at Edison who knows the most about Tk20, but he was a guest in another class at that time. He was invited to come speak at the meeting but he had a conflict. He may attend next month. Jaime suggested requiring students in the FYE course be required to purchase Tk20 and receive training in it.

New Technology Products

All committee members were asked to come to the meeting with one new technology product to consider for further evaluation.

William Dwyer: digital textbooks, <http://chronicle.com/article/New-Digital-Tools-Let/129309/>
AcademicPub <http://academicpub.sharedbook.com/academicpub/>
Connexions <http://cnx.org/>
Flat World Knowledge <http://www.flatworldknowledge.com/>
McGraw-Hill Higher Education: Create <https://create.mcgraw-hill.com/shop/>
DynamicBooks <http://www.dynamicbooks.com/company/>
Pearson Custom Textbooks <http://www.pearsonlearningsolutions.com/higher-education/custom-textbooks-solutions.php>
Washington State's Open Course Library

Dobin mentioned that the textbook committee looked at some of these. Perhaps we can collaborate with that committee.

Jaime: suggested a method for streaming live classes if, for example, a student was home sick. It was discussed that currently available products, Wimba Classroom in WebCT and Wimba and Big Blue Button in Canvas, have this functionality to some extent. Faculty would be limited by needing to be in front of the camera or microphone. Tegrity was mentioned as a product that is designed to do such a thing in addition to transcribing what was spoken and making it searchable. It was suggested to make a web site to orient faculty and students to use the tools that are available.

Rona: Vital source bookshelf <http://www.vitalsource.com/>

Scott: Google Apps for Education <http://www.google.com/apps/intl/en/edu/>

Learning Management System

It was mentioned that Pearson is developing a LMS with some collaboration from Google.

Dobin updated the committee that while VPAA, Dr. Atkins gave approval for the adoption of Canvas. He has not had a chance to discuss it with the new interim VPAA, Dr. Harrel.

Dobin stated that Canvas had unanimous faculty chair approval.

Dobin made a motion that the Academic Technology Committee vote regarding officially supporting the adoption of Canvas. Since it was late in the meeting and there was not time for discussion the motion was postponed until the following meeting.

To prepare for the transition to a new LMS, it was mentioned that office computers would need to be updated, such as updating web browsers because IE7 for instance, does not work with Canvas. This could tie in to the refresh and Citrix issues we had been hoping to discuss.

Review of technology policies

It was again discussed that we would like to promote the use of the new learning management system. We feel that if faculty at least receive some training and are shown the benefits of the system they will want to use it. It was mentioned that it is in the contract for new faculty to get training. It is not explicitly in the contract for existing faculty to get training in the LMS but it does say something about using the latest technologies. Perhaps this policy can be leveraged to encourage widespread training among existing faculty.

Action Steps Before Next Meeting

All members:

submit technology survey question suggestions to Jaime.
Test joining Big Blue Button conference within committee web site.

Jaime:

produce a draft of the technology survey.

William:

Find out if there is a limit to the number of students that can use Tk20 under the current set-up.
Schedule Dr. Tawil to present a demo at the next meeting if possible.

Scott:

Create groups by discipline for Digital Literacy project.

Dobin:

Get exact wording of policies for new and existing faculty regarding technology in general and the learning management system specifically.