Academic Technology Committee (ATC)
September 1, 2023   2:00 - 3:30pm   Minutes
Flex: H-120/Zoom PMI 585.737.9694

Attended	Not in Attendance
James Chan (Chair)	April Fleming (Admin)
Regina Miller (SoE)	Alessandro Cesarano (SoAHSS)
Alisa Callahan (SoBT)	Sara Dustin (SoAHSS)
Leslie Bartley (SoAHSS)	Jamie Votraw (SoAHSS)
Jill Hummel (SoAHSS)	April Ring (SoAHSS)
Cheban Acharya (SoPAS)	Shimul Chowdhury (SoAHSS)
Luminita Coman (SoPAS)	George Kodsey (SoBT)
Ivan Melendez (SoPAS)	Gayle Deane (SoHP)
Emily Porter (SoPAS)	Marsha Weiner (SoHP)
Peggy Romeo (SoPAS)	Douglas Magomo (SoPAS)
Jessica Slisher (SoPAS)	Serhiy Pasishnyk (SoPAS)
Jaime Zlatkin (SoPAS)	Christine Smith (SoPAS)
	Dmitry Yusin (SoPAS)
Heather Olson (Admin)	Duval Zephirin (SoPAS)
Roz Jester (Admin)	Daulta Niles (ID)
Jason Dudley (Admin)	
Laura Osgood (Admin)	Victoria SanFilippo (Libraran)

1. **Membership**

   a. There is no need to reduce Membership. Due to the move of other Standing Committee meetings.

2. **Expectations**

   a. 45/45 Meet/Active work time

   b. Members will address incoming emails and Teams posts that need a response.

3. **ATC Purpose/Membership**

   a. Revising the Purpose on the ATC website (fsw.edu/atc)

      i. This will be done and voted through Hypothes.is

         1. Laura created an ATC group in Hypothes.is

            a. Would like for this to be done by October Meeting for approval

            b. We need to reword (both on campus and online) & (both on ground and online) - (done by 9/15)

               i. (from the traditional ground classroom to FLEXible remote classes to fully online)

4. **New Platform for ATC**
   a. Going to Teams - Link of invitation was sent to Members that attended
      i. All have accepted

5. **Big ROCKS for this year**
   a. Technology Survey Approval
      i. Heather will send Leslie, Jaime and Alisa document of the Survey layout
      ii. After Heather, Leslie, Jaime and Alisa revise the Tech Survey, Qualtrics will be sent to the rest of the ATC Members (done by 9/15)
      iii. Would like for this to be done by October Meeting for approval
   b. Regular and Substantive Interaction (RSI)
   c. Teaching with Tech Online Handbook

6. **Other Big ROCKS (Information Items)**
   a. New FSW Online website www.fsw.edu/online
   b. Online Course Development - New course development process, OCQUAP, QM 7th edition rubric
   c. Level Up
   d. IIET /Gen AI
   e. myFSW Portal

7. **Do outs**

Who	What	When	Why
Committee	Propose a rephrase of (both on campus and online) & (both on ground and online) through Hypothes.is	9/15	To bring to Faculty Senate for approval
Heather	Send Google Docs of the Technology Survey to Leslie, Jaime and Alisa	9/15	Feedback to finalize Qualtrics
Heather	After Heather, Leslie, Jaime and Alisa have revised the Technology Survey, a Qualtrics will be sent to the rest of the Members to take and provide feedback	9/22	For ATC committee approval
Committee	Take the Qualtrics Technology Survey	9/29	For ATC committee approval
Jason	Post the default to FSW Portal	9/8	
Roz	Roz will bring the Federal definition for RSI	10/6	Start the talk about and define RSI for FSW and how to layout a RSI webpage and certification course

8. **New business (not mentioned during the meeting but wanted ATC to know)**
    a. The "Thoughts for Charge" for ATC Committee from Drs. McClinton and Bilsky
        (Mentioned during the Standing Committee Meeting)
        i.   RSI Legislation in practice
        ii.   Combine websites for online teaching, rooms etc.
        iii. Faculty Technology Survey
        iv.   AI Topics (Institute of Innovative and Emerging Technologies)

9. **Adjourn**

10. **Things to report back to your Schools**
    a. There will be a Technology Survey coming out this Fall
    b. Draft definition for Regular and Substantive Interaction (RSI)