

Academic Technology Committee (ATC)
Meeting Minutes

Date:	Sept 6, 2024
Time:	2:00 - 3:30pm
Location:	Flex: Lee H-120/Zoom PMI 585.737.9694

Members	Present	Absent	Excused
James Chan (Chair)	x		
Alisa Callahan (SoBT)	x		
Regina Miller (SoE)	x		
Leslie Bartley (SoAHSS)	x		
Alessandro Cesarano (SoAHSS)	x		
Sara Dustin (SoAHSS)	x		
Jill Hummel (SoAHSS)	x		
April Ring (SoAHSS)	x		
Jessica Slisher (SoPAS)	x		
Cheban Acharya (SoPAS)	x		
Luminita Coman (SoPAS)		x	
Ivan Melendez (SoPAS)	x		
Serhiy Pasishnyk (SoPAS)	x		
Emily Porter (SoPAS)		x	
Peggy Romeo (SoPAS)	x		
Dmitry Yusin (SoPAS)	x		
Jaime Zlatkin (SoPAS)	x		
Victoria SanFilippo (Librarian)	x		
Bo Young (IT)		x	
Jason Dudley (Admin)		x	
April Fleming(Admin)		x	
Roz Jester (Admin)	x		
Heather Olson (Admin)	x		
Laura Osgood (Admin)	x		
Jane Charles (Librarian)	x		
Iryna Labachova (SoPAS)	x		
Doug Magomo (SoPAS)	x		

1. Call to Order
2. Minutes Adoption
 - a. Approval of 4/5/2024 Minutes
 - i. Minutes were unanimously approved
3. Agenda Adoption
 - a. Approval of 9/5/2024 Agenda
 - i. Agenda were unanimously approved
4. VPAA's charge to the ATC
5. Tasked to update the COP's (end of Oct.)
 - a. Online teaching handbook/replacing guidelines and COPs (Roz)
 - Roz Jester
 - Heather Olson
 - James Chan
 - i. Faculty Certification for Modalities with Online Instruction Course Development and Course Redesign for Courses Requiring Online Content (Laura)
 - Sara Dustin
 - Doug Magomo
 - Alessandro Cesarano
 - Ivan Melendez
 - ii. General Course Operating Procedures for Modalities with Online Instruction (Roz)
 - Alisa Callahan
 - Sara Dustin
 - Jane Charles
6. Video Platform adoption (Laura) (by Dec 2024)
 - a. Yuja
 - b. Kaltura
7. Tutor.com FYI (Jason)
 - a. Brainfuse Demo Thursday, September 19th at 2pm. Who would like to attend?
 - Jessica Slisher
 - Jamie Zlatkin
 - Dmitry Yusin
 - Sara Dustin
 - April Ring

8. Remote Proctoring (by April meeting) (Jason)

a. Subcommittee (lead by Laura/Roz)

i. Honor Lock - demo Sept 23rd at 2pm

- Jessica Slisher
- Doug Magomo
- Peggy Romeo
- Alisa Callahan
- Cheban Acharya
- Dmitry Yusin
- Jamie Zlatkin
- Serhiy Pasishnyk
- Ivan Melendez

9. US DOE Proposed Rule and HLC Accreditation (Roz)

a. [Program Integrity and Institutional Quality: Distance Education, Return of Title IV, HEA Funds, and Federal TRIO Programs](#)

i. Major impacts for Distance Learning Courses

1. Attendance regularly
2. Documenting RSI

10. Go over ATC website to make it more useful (end of Sept.)

- a. Share my ideas with the committee to see what should be added/taken away
- b. Subcommittee

11. New Business

12. Do outs

Who	What	When	Done?
Jimmy	Add new folks to Teams	ASAP	Done
Jimmy	Recurring Meetings for ATC	ASAP	Done
Roz	Lead revisions for COP 03-0801 and 03-0805		
Laura	Lead revision for COP 03-0802		
Roz	Review handbook and send link to ATC		
Roz	Schedule Honorlock Demo		

13. Adjourn

Recorded by James Chan