

**Academic Technology Committee (ATC)**  
**Meeting Minutes**

<b>Date:</b>	Oct 4, 2024
<b>Time:</b>	2:00 - 3:30pm
<b>Location:</b>	Zoom PMI 585.737.9694

<b>Members</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
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		
Kaitlyn Muchnok (SoAHSS)	x		
April Ring (SoAHSS)	x		
Cheban Acharya (SoPAS)	x		
Luminita Coman (SoPAS)	x		
Iryna Labachova (SoPAS)	x		
Doug Magomo (SoPAS)	x		
Ivan Melendez (SoPAS)	x		
Serhiy Pasishnyk (SoPAS)	x		
Emily Porter (SoPAS)		x	
Peggy Romeo (SoPAS)	x		
Jessica Slisher (SoPAS)		x	
Dmitry Yusin (SoPAS)	x		
Jaime Zlatkin (SoPAS)	x		
Jane Charles (Librarian)	x		
Victoria SanFilippo (Librarian)	x		
Jason Dudley (Admin)	x		
April Fleming( Admin)	x		
Roz Jester (Admin)	x		
Heather Olson (Admin)	x		
Laura Osgood (Admin)	x		

1. Call to Order
2. Minutes Adoption
  - a. Approval of 9/5/2024 Minutes
    - i. The minutes were unanimously approved
3. Agenda Adoption
  - a. Approval of 10/4/2024 Agenda
    - i. The agenda was unanimously approved
4. ATC website to make it more useful (end of Sept.)
  - a. The committee reviewed the proposed changes and had no comments. Roz will submit the updates to IT.
  - b. Added a page for meetings to share agendas and minutes
  - c. Revised the Guidelines page to “Online Learning Governance” to include links and descriptions of all the key documents that impact online learning.
5. Tasked to update the COPs (end of Oct.) (comments by Oct. 8, 2024)
  - a. Online teaching handbook/replacing guidelines and COPs (Roz)
    - i. 03-0801 Faculty Certification for Modalities with Online Instruction (Roz)
      - Name change to Online Certifications
      - Added Emergency Remote Ready. Faculty would like clarity on the definition of “remote,” and there was discussion about the timing of being notified about switching to emergency operations. It was determined that a discussion needed to take place with Academic Affairs leadership (VPAA, Deans, etc.).
    - ii. 03-0802 Course Development and Course Redesign for Courses Requiring Online Content (Laura)
      - Name change to Online Course Design
      - Added a paragraph about “departmental” and “individual” courses and expectations for new online instructors to use them.
      - Other changes focused on aligning the COP with the most recent CNA.
    - iii. 03-0805 General Course Operating Procedures for Modalities with Online Instruction (Roz)
      - Name change to Online Instruction
      - This COP had significant revisions so that it focuses on the responsibilities and expectations for online instruction.

- The new sections are:
    - a. Course Design and Setup (Outlines tasks that need to be completed prior to the beginning of the semester)
    - b. Regular and Substantive Interaction (RSI) (Defines minimum core principles for RSI at FSW)
    - c. Course Management (Explains administrative and operational expectations of online instruction)
    - d. End-of-term Responsibilities (Lists required tasks at the end of the semester)
- 6. Video Platform adoption (Laura) (by Dec 2024)
  - a. Yuja or Kaltura
    - i. [Yuja](#) Passcode: 047890 - Yuja trial expires tomorrow.
    - i. [Kaltura demo](#) on Friday, Oct. 25, 2024 at 11:00 - 12:00
  - b. Decision to be made after Kaltura Demo. Will revisit in November meeting.
- 7. Tutor.com FYI (Roz)
  - a. April Ring (Academic Success) - Faculty in the Academic Success Committee asked if the Tutor.com website will be blacklisted. Jason confirmed it will not be. Students can still access Tutor.com with personal accounts at their own expense.
  - b. Brainfuse Demo Thursday, September 19th at 2pm.
    - i. Updates (Roz) - The contract has been submitted for legal review. A training timeline will be established once the implementation begins.
- 8. Remote Proctoring (by April meeting) (Jason)
  - a. [Honor Lock - demo Sept 23rd at 2pm](#) - feedback overall has been positive, but only 9 people provided input. Main points of discussion:
    - i. Most liked the features of Honorlock better than Proctorio and ProctorU
    - ii. Important to weigh the pros and cons of change. Our faculty have a solid knowledge base with the current remote proctoring tools and a change could set us and the students back (new learning curve).
    - iii. Technology change fatigue in general.
  - b. Proctorio - will remain on state contract, so pricing concerns are no longer a determining factor.
  - c. The majority are not interested in viewing other vendors. Only MonitorEDU was suggested in the Honorlock feedback poll.

- d. A decision was made that this needs to be addressed in a larger forum, perhaps SOPAS school-wide meeting and/or faculty senate.
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](#)
  - b. Waiting for federal updates to be released in early November. Should have an update for the Nov meeting.
10. New Business
- a. April Ring (Academic Success)
    - i. Laptop Carts - The faculty in her department asked if the laptop carts could be checked out in smaller quantities. Jason will work on a solution.
    - ii. 7am Classes on Lee - Concerns on Charlotte that the buildings did not unlock until 7am and the class was losing instructional time as a result. Jason confirmed that the classrooms are programmed to unlock at 6am and would see that the buildings were updated to unlock at the same time as the classrooms.
  - b. Roz - EDUCAUSE Surveys
    - i. As members of EDUCAUSE, FSW has access to disseminate the annual faculty and student surveys. This could potentially replace the biannual surveys we currently complete as a committee. Will share more information at the next meeting.

11. Do outs

Who	What	When	Why
ATC	Comments on the COPs	Oct 8th	
Roz	Submit COPs to VPAA	Oct 9th	
Roz	Submit website revisions	Oct 9th	
Roz	Publish Online Teaching Handbook	Nov 1st	

12. Adjourn