Academic Technology Committee (ATC)
Meeting Minutes

Date:	Nov 1, 2024
Time:	2:00 - 3:30pm
Location:	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		
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 (Libraran)	x		
Victoria SanFilippo (Libraran)		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 10/4/2024 Minutes
        i. Minutes were unanimously approved
3. Agenda Adoption
    a. Approval of 11/1/2024 Agenda
        i. Agenda was unanimously approved
4. Video Platform adoption (Laura) (by Dec 2024)
    a. [Yuja demo](#) Passcode: 047890 or [Kaltura demo](#) Oct 25th 11am
        i. Feedback came back as 33% (Yuja), 33% (Kaltura) and 33% (Either)
        ii. Both are suitable for basic recording/screencasting needs
        iii. Yuja platforms support VR/AR capabilities
        iv. Kaltura platform offers interactive video features
5. Remote Proctoring (by April meeting) (Jason)
    a. [Honor Lock - demo Sept 23rd at 2pm](#) or Proctorio
    b. [Google Doc](#) created for faculty to sign up to pilot HonorLock in Spring 2025
6. 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. No updates at this time.
        ii. Will continue to monitor for future updates
7. Educause Surveys for Review 2024 (Roz)
    a. Will revisit in Spring 2025 to determine if FSW should participate in the next set of Educause Surveys
        i. Participation in the survey would provide a benchmark against other institutions
8. Automating Sandboxes (Laura)
    a. New process will automatically create sandbox course for all faculty
    b. Aiming to simplify the process and provide a clear explanation of the purpose of a sandbox
    c. So, existing faculty members will get another Sandbox

9. Information Stations (Roz)
    a. How to support new students and new faculty members
        i. Will become a comprehensive resource hubs
        ii. Implementation planned for Summer 2025
        iii. Will include automated enrollment for active faculty/students
        iv. [Current Student Information Station](#)
        v. [Current Faculty Information Station](#)
10. New Business
    a. [Course development requests](#) for Fall 2025 and the new Instructional Design levels of service?
        i. Course Development Requests for Fall 2025 requests due by Jan 1, 2025
        ii. Timeline moved up by one month to provide earlier access
        iii. New service levels introduced:
            ● Consultant
            ● Collaborator
            ● Concierge
    b. Master Ground Template (Leslie)
        i. Further discussion needed regarding:
            ● Department vs. college-wide implementation
            ● Required elements vs. academic freedom
            ● Maintenance responsibilities
    c. [Teaching Online Handbook](#)
        i. Please provide feedback with [Hypothes.is](#)
11. Do outs

Who	What	When	Why
Laura	Pricing for Yuja for limited licenses	ASAP	
ATC	Teams discussion about Video platform	Before Thanksgiving break	
ATC	Review and provide feedback on the Teaching Online Handbook using Hypothes.is	Before January Meeting	

12. Adjourn