

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

<b>Date:</b>	Sep 5, 2025
<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		
Laura Osgood (Admin)	x		
Gary Girod	x		

1. Call to Order
2. Minutes Adoption
  - a. Approval of **Apr 5, 2024** Minutes
    - i. Motion to approve - **Peggy Romeo**
    - ii. 2nd the motion - **Jane Charles**
    - iii. Minutes were unanimously **Approved**
3. Agenda Adoption
  - a. Approval of **Sep 5, 2025** Agenda
    - i. Motion to approve - **Gary Girod**
    - ii. 2nd the motion - **Peggy Romeo**
    - iii. Agenda was unanimously **Approved**
4. New Online Certification Course and COP 03-0801 update (Roz)
  - a. New "Online Teaching Certification" replaces separate "Growing with Canvas" and "Blooming with Zoom" courses
  - b. Enhanced focus on RSI, online pedagogy best practices, and digital accessibility
  - c. Faculty can now self-enroll through Canvas Catalog
5. Remote Proctoring Contracts (Jason)
  - a. **Honorlock** - New 3 yr contract.
  - b. **Proctorio** - Ends Spring 2026 (5/1/2026)
  - c. **ProctorU** - Ends Fall 2025 (1/5/2026)
6. Online Template Course (Laura)
  - a. **"Do This Now" Page:** Reminds faculty of required customizations
  - b. **Visual Cues:** Under-construction signs for pages needing personalization
  - c. **Honorlock Module:** Complete proctoring support materials (courtesy of Vera Sullivan)
7. Educause Survey (Roz)
  - a. Roz proposed that the committee use the Educause Student Survey this year instead of developing our own internal survey. Benefits include:
    - i. Ready-to-deploy survey saves committee time
    - ii. FSW results benchmarked against national data
    - iii. Aligns with previously asked questions while adding new areas
    - iv. Educause has a drawing for a \$50 gift card to incentivize student participation

- b. **Timeline:** Must be distributed before December 12, 2025
  - i. Jane Charles motioned to use the Educause Survey.
  - ii. April Ring 2nd the motion
    - 1. Approved unanimously

8. IIET Open House and Updates (Anna)

- a. XR Suite open in Fall 2025
  - i. Fall launch after Building G renovations are done
  - ii. Spring Academic Phase
    - 1. Faculty will be able to bring their class and assigned classwork into the suite
  - iii. Online Sign-up system will be implemented

b. Faculty use for class Spring 2026

9. Canvas AI Features (Roz)

- a. [FSW's AI Toolkit and Community of Practice](#) > Find College Resources
  - i. AI Tools in Canvas (shows which are available and which are in development).
    - 1. Discussion Summaries: Already enabled
    - 2. AI-Generated Rubrics: Can generate criteria from assignment descriptions ([Steps to generate AI Rubric](#))
    - 3. Grading Assistance: Available, but use with caution to ensure meaningful feedback
    - 4. Smart Search: Student-facing search functionality

10. FSW AI Tools/LLMs (Anna)

- a. [FSW's AI Toolkit and Community of Practice](#) > Find College Resources
  - i. AI Tools at FSW
    - 1. Different AI platforms listed that are FSW-approved AI tools
      - a. Some are free, but require a Request for Access
      - b. Some are free with your FSW sign-in
      - c. Some require a Request for Access and has an associated cost incurred by the department.

11. ATC PD for Faculty

- a. We discussed that a significant amount of professional development already relates to ATC

12. New Business

- a. April Ring announced FSW Online initiatives:
  - i. **Community of Practice:** Monthly PD sessions on PD Fridays, 9-10 AM
  - ii. **Drop-in Support:** Tuesdays and Thursdays, 12-3 PM through November 20th. Zoom link: <https://fsw.zoom.us/j/89728103481>
  - iii. **Survey Planned:** To gather faculty topic preferences.
- b. Jessica Slisher raised the need for additional RSI guidance for faculty
  - i. Enhanced marketing of existing resources
  - ii. Professional development sessions with practical examples

13. Action Items

Owner	Task	Due Date	Notes
Committee	Review COP 03-0801	9/19/2025	For the committee to review and comment/feedback on COP 03-0801 by 9/19 and to get approval by Oct meeting

14. Adjourn

- a. Motion to adjourn- Jane Charles
- b. 2nd the motion - Peggy Romeo
  - i. Approved unanimously

Recorded by James Chan