Academic Technology Committee (ATC)
Meeting Minutes

Date:	Oct 3, 2025
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 (Librarian)	x		
Victoria SanFilippo (Librarian)		x	
Jason Dudley (Admin)			x
April Fleming(Admin)		x	
Roz Jester (Admin)	x		
Laura Osgood (Admin)	x		

1. Call to Order (Start Transcripts)
2. Minutes Adoption
   a. Approval of Sep 5, 2025 Minutes
      i. Motion to approve - Alisa Callahan
      ii. 2nd the motion - Peggy Romeo
      iii. Minutes were unanimously Approved ▾
3. Agenda Adoption
   a. Approval of Oct 3, 2025 Agenda
      i. Motion to approve - Jessica Slisher
      ii. 2nd the motion - Jaime Zlatkin
      iii. Agenda was unanimously Approved ▾
4. COP 03-0801 update (Roz)
   a. Most feedback was incorporated.
   b. Keeping the definition of RSI in COP 03-0805
   c. COP 03-0801 mention of RSI is linked to COP 03-0805
   d. Required recertification discussion
      i. Not required, but
         1. Faculty teaching online must continuously adapt (Canvas updates, technology changes)
         2. Deficiencies appear through student evaluations and performance reviews
         3. Broader language in COP allows flexibility while maintaining realistic expectations
      ii. Deans and Program Directors can require additional training when individual performance indicates need
   e. Motion to approve - Peggy Romeo
   f. 2nd the motion - Alisa Callahan
   g. COP revisions were unanimously Approved ▾
5. Educause Survey
   a. Target is to get 1,000 - 2,000 responses for statistical significance
   b. Marketing is assisting with distributing through different formats through the remainder of the semester.
      i. Open til Dec 15th (been open since July 2025)
      ii. Bucs Bulletin announcements

       iii. Three targeted emails plus one impact message:

       iv. Campus TVs with QR codes

       v. Impact Message

6. IIET Updates (Anna/Jason)

   a. G Building Renovations (Upstairs):

       i. Training rooms redesigned with modern aesthetic

       ii. Extended reality lab with four suites (nearly complete)

       iii. Podcast room

       iv. Official grand opening/open house to be announced

7. Software/Canvas LTI apps Request Form Process (Laura/Jason)

   a. [Software Request Form](#) (For software/instructional technology not integrated into Canvas)

       i. Requires: justification, description, campus location, funding source

       ii. Vetting requirements: accessibility, data security, FERPA compliance, legal review

       iii. FSW Online campus designation will be added to form

   b. [Canvas LTI Request Form](#) (For external tools integrated into Canvas)

       i. Vetting requirements: accessibility, data security, FERPA compliance, legal review

       ii. List of approved LTIs available on Canvas LTI form

   c. Some need to knows:

       i. Submitting a request does not mean guaranteed approval

       ii. Currently, departments fund individual software subscriptions

       iii. No IT budget line exists yet for faculty ed tech software subscriptions

       iv. Subscription services cannot auto-renew; annual reapplication will be required

       v. Vetting process will check for redundancy with existing enterprise licenses

8. Turnitin

   a. 200+ instructors using the tool

   b. 300+ sections utilizing Turnitin

   c. Data supports to renew Turnitin contract

9. New Business

   a. Jaime - Other AI detection software?

       i. Most of the current AI detection software are not very reliable

       ii. Here are 2 applications that FSW has for writing papers

          1. PackBack Deep Dives

             a. April Ring is piloting this semester

b. Features "Originality Footprint" assessment before submission

c. Proactive rather than punitive approach

d. Alisa Callahan confirmed positive prior experience with a minimum originality score requirement

2. Grammarly Authorship

a. Works with Google Docs with the Grammarly Google extension enabled

b. Provides shareable reports and replay functionality

b. Jessica shared that there is a broken link on FSW Knowledge Base article for obtaining written student consent

i. Roz fixed the broken link

ii. Contact Dr. Brenda Knight (Registrar's Office) for official/more FERPA guidance

c. Roz - Class Technologies

i. Class contract expires 4/29/2026

d. Virtual Classroom Standards and COP Updates

i. [Current Standards for Virtual Classrooms webpage](#) created 2020 will be removed

1. References outdated COPs (last updated 2015 and 2019)

a. ATC charged with updating the following COP's then Academic Standards Committee will review

i. COP 03-0609 - Privacy and Classroom Attendance

1. Currently only addresses traditional in-person classes

2. Needs consideration of students attending from home (FERPA implications if others are present)

3. Must account for all current modalities

ii. COP 03-0614 - Recording of Classes

1. Currently addresses recording for disability accommodations

2. Incorporate 2021 Florida statute allowing student recording under certain circumstances

3. Needs broader context for recording scenarios

ii. New resources will be created to replace the webpage:

1. Relevant faculty-facing content will be added to the FSW Online Handbook section on best practices for virtual classroom management, including links to relevant COPs

2. Student-facing content will be added to a new Canvas page
    a. Available in Live Online/Flex templates
    b. Shareable via Canvas Commons
    c. Will include appropriate behavior expectations (dress code, no smoking/vaping, etc. per Jaime Lynn Zlatkin's suggestion)

10. Action Items

Owner	Task	Due Date	Notes
James Chan	Submit approved COP 03-0801 to Dr. McClinton and Dr. Bilsky	October 6th	
ATC	Review and give feedback on COP 03-0609 and COP 03-0614	November 7th	

1. Adjourn (Save Transcripts)
    a. Motion to approve - Peggy Romeo
    b. 2nd the motion - Jaime Zlatkin

Recorded by James Chan