

Academic Technology Committee (ATC)

Meeting Minutes

Date:	Nov 7, 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		
Kaitlyn Muchnok (SoAHSS)		x	
April Ring (SoAHSS)	x		
Cheban Acharya (SoPAS)	x		
Luminita Coman (SoPAS)	x		
Iryna Labachova (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)
1. Minutes Adoption
 - a. Approval of Oct 3, 2025 Minutes
 - i. Motion to approve - Iryna Labachova
 - ii. 2nd the motion - April Ring
 - iii. Minutes were unanimously Approved ▾
2. Agenda Adoption
 - a. Approval of Nov 7, 2025 Agenda
 - i. Motion to approve - Jaime Lynn Zlatkin
 - ii. 2nd the motion - Iryna Labachova
 - iii. Agenda was unanimously Approved ▾
3. Educause Survey
 - a. <https://survey.alchemer.com/s3/8207501/FloridaSouthwesternStateCollege>
 - b. Only 36 responses received to date
 - c. Goal of approximately 2,000 student responses appears challenging
 - i. Survey was included in Bucs Bulletin
 - ii. Canvas Impact message scheduled but appears not to have deployed (week of October 27)
 - iii. Dr. Jester following up with Marketing to ensure Impact message runs in the coming week
 - iv. Faculty encouraged to promote survey in their courses
4. COP 03-0609 - Privacy and Classroom Attendance (last substantively updated in 2018)
 - a. Currently only addresses traditional in-person classes
 - b. Needs consideration of students attending from home (FERPA implications if others are present)
 - c. Must account for all current modalities
 - d. Discussion
 - i. Virtual classroom instructors already have ability to remove participants from Zoom meetings
 - ii. Unlike physical classrooms where police assistance may be needed for removal, virtual removals are immediate
 - e. Committee consensus that current policy sufficiently covers all modalities without additional language

- i. Motion to keep COP 03-0609 as written with no recommended changes - Peggy Romeo
- ii. 2nd the motion - April Ring
- iii. Motion was unanimously Approved ▾

5. COP 03-0614 - Recording of Classes (last updated in 2015)

- a. Currently addresses recording for disability accommodations
- b. Incorporate 2021 Florida statute allowing student recording under certain circumstances
- c. Needs broader context for recording scenarios
- d. Discussion
 - i. Student accommodations through Disability Services already provide recording permission when needed
 - ii. Current policy may be redundant given Florida Statute 1004.097 (Students' Rights in Instruction) now allows students to record under certain conditions without advance permission
 - iii. Need to establish limitations on use of recordings (cannot be shared publicly, sold, etc.)
 - iv. Faculty intellectual property rights need protection
 - v. Committee questioned whether entire COP should be rescinded or substantially revised
- e. **Proposed Approach:**
 - i. Refer back to Dr. McClinton with recommendation for legal review
 - ii. Suggest policy focus on limitations and appropriate use of recordings rather than permission
 - iii. Consider whether separate COP needed or if limitations should be incorporated into existing policy
 - iv. May pull content from knowledge base articles on recording best practices
 - v. No formal vote taken; consensus to refer back with questions and concerns.

6. New Business

- a. Faculty Survey
 - i. Faculty survey usually conducted every other year. Last Faculty survey was conducted in December 2023
 - ii. Dr. Jester and Chair Chan will compile previous survey questions and EDUCAUSE items for committee review in the Dec 12th 2025 Meeting
 - iii. New Faculty survey will be administered in Spring 2026
- b. Chair election for 2026 - 2029
 - i. Motion to nominate James Chan as chair for ATC 2026 - 2029 - April Ring
 - ii. 2nd the Motion - Jaime Lynn Zlatkin
 - iii. Motion was unanimously Approved
- c. Feedback from deans (COPs)
 - i. Academic Technology Committee fully endorse that FSW Online Teaching Certification be required for teaching Online, Live Online, Blended and Live Flex modalities. If a faculty has documentation of having completed an online teaching certification and has online teaching experience at an accredited college/university, they may be granted 60 days from the first Duty Day of the semester to complete the FSW Online Teaching Certification.
 1. Motion to approve the statement above Jane Charles
 2. 2nd the Motion Alessandro Cesarano
 3. Motion was unanimously Approved

2. Action Items

Owner	Task	Due Date	Notes
Dr. Jester	Send feedback on COP 03-0609 and 03-0614 to Dr. McClinton and Professor Van Glabek	12/1/2025	Copy Professor Chan

3. Adjourn

- a. Motion to approve - Jaime Lynn Zlatkin
- b. 2nd the motion - Alessandro Cesarano
- c. Motion was unanimously Approved

Recorded by James Chan