

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