Academic Technology Committee (ATC)
Meeting Minutes

Date:	Dec 12, 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)			
Roz Jester (Admin)	x		
Laura Osgood (Admin)	x		

1. Call to Order (Start Transcripts)
2. Minutes Adoption
    a. Approval of Nov 7, 2025 Minutes
        i.   Motion to approve - Jaime Lynn Zlatkin
        ii. 2nd the motion - Peggy Romeo
        iii. Minutes were unanimously Approved ▾
3. Agenda Adoption
    a. Approval of Dec 12, 2025 Agenda
        i.   Motion to approve - Iryna Labachova
        ii. 2nd the motion - April Ring
        iii. Agenda was unanimously Approved ▾
4. New Online Course Survey Results (Laura)
    a. The survey was partially developed with the FSW online student advisory group, who suggested a 1-to-5 star rating system (like a "rate my online course design").
    b. Only 13 student responses were received this semester.
    c. The survey was distributed via email to professors who taught a newly developed course, asking them to share the link in an announcement.
    d. Results were mostly positive and contained no immediate actionable items.
    e. The group plans to continue working on the survey, make improvements, and find a more effective way to increase the response rate next semester.
5. Canvas Updates (Laura)
    a. Canvas' old ePortfolio tool retires on June 30th 2026
        i.   FSW is implementing the new Canvas Portfolio on Dec 15th 2025.
    b. ProctorU LTI retires on Dec 15th 2025
        i.   Jason is working to request and store all ProctorU/Proctorio videos in-house for academic integrity access
        ii. Faculty with pending academic integrity cases using ProctorU were advised to download and archive those videos themselves as a precaution
    c. DesignPlus Legacy Sidebar retires on Dec 15th 2025
    d. Yuja
        i.   Yuja Panorama (the accessibility checker) now has an option to alert faculty if their course does not meet accessibility standards.
        ii. A compliance threshold (e.g., 85%) can be set.
        iii. Alerts can be delivered via an in-course alert bar, email, or both. Jaime Lynn Zlatkin recommended using both methods.

        iv.   [New Accessibility Requirement](#): Instructional content videos must now include audio descriptions (narrating important visual content not explained in the narration), not just transcripts or captions.

        v.   The college purchased an accessibility package from Harmonize to assist with a certain number of audio transcriptions.

6. PackBack (Laura)

    a. FSW is likely not going to renew the PackBack contract, which expires in May. This decision is due to low adoption and the tool not being cost-effective.

7. Online Certification COP updates (Roz)

    a. The Deans agreed that the COP itself does not need to be modified. The requirements for certification will remain as is. Concerns regarding barriers to completion will be addressed by revising the certification course instead.

    b. The updated COP still needs to go to the Faculty Senate for final approval.

8. Faculty Survey

    a. [Dec 2023 Qualtrics Faculty Survey](#)

    b. [2023 Educause Faculty Survey](#)

    c. [2024 Educause Faculty Survey](#)

    d. [2025 Educause Student Survey](#)

        i.   We will update the FSW Faculty Survey

            1. Add/delete apps/services that FSW provide/use

            2. Add 5-8 questions about AI into the FSW Faculty Survey.

9. New Business

    a. Honorlock

        i.   In Canvas Commons

            1. [FSW Honorlock Information Module](#)

            2. [Students, Meet Honorlock Tutorial](#)

10. Action Items

Owner	Task	Due Date	Notes
Chan	5-8 AI Questions for FSW Faculty Survey	Feb Meeting	

1. Adjourn (Save Transcripts)

    a. Motion to adjourn - Peggy Romeo

    b. 2nd the motion - Jaime Lynn Zlatkin

Recorded by James Chan