

Academic Technology Advisory Committee

February 16, 2021

Corey Call
Darrell Carpenter
Scott Chapman
Samantha Ellington (DEC)
Krystle Forlines
Jeff Ledford – Chair
*Barbara Johnson – minutes

Julie Mersiowsky
Kim Redford (ITS) - Co-Chair
Sarah Reynolds
Shannon Salley
Janet Smith
Denis Trubitsyn
Jonathan White

Jeff Ledford called the meeting to order at 3:45 pm. The meeting was held virtually via Zoom.

- IT Update (Kim Redford)
 - Nothing new to report
- DEC Update (Samantha Ellington)
 - Following up on Dr. Carpenter's inquiry of Canvas log out times from the 1/19 meeting, the DEC worked with Canvas and ITS Engineers to look deeper into the issue. Server changes were made. Users should not be timed out of Canvas unless there is a 2-hour window of complete inactivity. Otherwise, the session should stay active. If anyone encounters different behavior, please let the DEC know. The DEC graciously thanks Dr. Carpenter for the data he provided to help us sort through the issues.
 - Also, from the 1/19 meeting, in case anyone needs tips/help using the new Rich Content Editor the following links very helpful:
 - New RCE UI Overview: <https://community.canvaslms.com/t5/Releases/Canvas-Release-New-Rich-Content-Editor-2020-01-18/ta-p/247847#toc-h1d-408103467>
 - How to Guide: <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#RichContentEditor>
 - Canvas: LaTeX equations will be able to be entered in any Canvas text field, and MathJax will be loaded if Canvas detects an equation image added by delimited LaTeX characters. This change allows users to use equations in more areas of Canvas and manage equations more efficiently and will be implemented starting on the 20th of February.
 - Canvas Releases changes/bug fixes/improvements (like the above) on the third Saturday of the month after the changes have been successfully made and tested in the Beta Canvas environment for +/- 3 weeks. Release notes can be found here: <https://community.canvaslms.com/t5/Releases/tkb-p/canvas-release>
 - Inventory: The DEC is undergoing inventory and loanable technology changes. We are evaluating either:
 - (a) not having any loanable technology or
 - (b) having a much smaller offering

- Either way, the technology will still be available on Campus as we are in discussions with the Greenwood Library and other offices on campus about equipment transfers. More details to come as they are ironed out.
- The DEC is in talks with Canvas about piloting Portfolium/Folio which are replacing ePortfolios. This platform is hosted in Canvas.
- Old Business
 - Revisiting FPPM item (Dr. Mersiowsky)
 - The Faculty Senate meeting raised questions about some language in the FPPM. Questions were raised by two senators with regard to the procedure that the DEC follows for QM reviews of courses. There were also questions about who pays for QM (DEC does), LOTI, and course enhancements. The proposal will be brought back up for action on March 11. Jeff said to draft a proposal quickly and communicate it via email for compliance by June 30.
- New Business
 1. Servers for Educational Software (Dr. Ledford)
 - a. Faculty in the Math Department would like to move away from WebAssign because it is expensive for students. They are looking at free options like WebWork and can pay for MAA hosted courses or if we have a professionally maintained server, can host it in house.
 - b. Kim Redford reported that a quick look at the WebAssign product website revealed that functionality appears to be very similar to Canvas. Samantha Ellington agreed that similar functionality is available within Canvas.
 - c. Samantha offered to meet with Dr. Ledford and/or the Math Department to determine if there are needs outside of what Canvas provides.
 - d. Kim reports that if there is functionality needed that Canvas cannot provide, ITS will look into support options. If Canvas can perform all of the needs, supporting an additional product would be a duplicated effort.
 2. Electronic Portfolios (Dr. Carpenter & Krystle Forlines)
 - a. Dr. Carpenter sent questions to the committee regarding faculty electronic portfolios prior to the meeting. Several of the questions were regarding the use of Box for portfolio. Kim Redford reported that Box was not a viable solution for this need.
 - b. Samantha Ellington shared that the DEC recommends WordPress for electronic portfolios; however it is normally used by students. WordPress allows for broad creativity and is not a “structured” solution.
 - c. Kim spoke with Linda Townsend who reported that Digital Measures software, which is part of the Watermark offering, will accommodate faculty portfolios. However, it is not included in Longwood’s contract and the product is cost prohibitive at this time. Linda also shared that we have access to a portfolio management tool within Tk20. However, it provides limited functionally and is restrictive.

- d. The conversation then turned to what is needed in a portfolio solution for faculty. It was agreed upon that there could be some real value in a needs assessment across departments prior to evaluating products. Committee members will discuss with their departments and share their findings with the committee.
- e. Dr. Salley reported that her department uses Canvas for portfolios used for promotion and tenure and it is working well. Samantha shared that the Canvas solution is called Portfolium.
- f. Dr. Carpenter reported that in the COBE portfolios are prepared in paper form and used for promotion and tenure decisions. The portfolios include sensitive information. Data privacy and access must be very closely managed. Every department has different requirements and the software needs to be flexible.
- g. Dr. Salley shared that the chair of promotion and tenure manages access within Canvas in her area. She is concerned about how current portfolio viewers, who are often volunteers from other areas, will feel about having to learn a new program for this if a change is made.
- h. Dr. Carpenter expressed concern about the amount of work that goes into managing access. He questioned if a script could be written to handle some of these permissions automatically. Samantha said she will investigate if there are options within Canvas that could be more automated. They might be able to use terms to set limits that could be managed.
- i. Krystle Forlines asked Samantha what is offered for student portfolios. In the nursing school, portfolios are presented to senior level faculty and health systems after student graduation when applying for jobs. Samantha recommended WordPress and shared that she has been testing with a current nursing student. Dr. Salley shared that students in CSDS have the option to use WordPress, Weebly, or Wix and that those options are working fine for them.
- j. Kim reported that a communication is sent to students upon their graduation to provide information about migrating WordPress/Blog data to an external account.

3. Classroom Software and Hardware (Janet Smith)

- a. Janet surveyed her department regarding technology needs and ITS/DEC services. She shared the results with the committee. The following inquiries were also presented:
 - i. Adobe Suite for Student Owned Computers – Kim reported that the University pays for Adobe Creative Cloud for installation on Longwood owned computers only. We do not have licensing for students to download on their personal machines. Students can use the software in Longwood managed computer labs. Shannon shared that a couple of grad students have the software in their GA role and the ability to edit PDFs allowed them to fudge some certificates, which is concerning. Kim reported student employees/GA's can be granted access via the Longwood owned machines in the offices in which they work. They would access the software via a free account that they can set up at adobe.com.

- ii. Will Studio Availability Return – Samantha reported that Studio was a pilot only. Campus was surveyed and it was determined Panopto was the preferred choice. Studio will not return.
- iii. Polling Software Needed – Samantha reported that Poll Everywhere polling software is available by request from the DEC.
- iv. Document Camera Options for Children’s Literature – John Hogge (Classroom Technologist from ITS) reported that three different document camera model choices were provided for Children’s Lit to accommodate displaying large children’s books. The Solo Spot 8 was chosen. Each (Windows) classroom computer includes a guide on the desktop for use of the camera. During a Zoom session, users can only use one video input source at a time, so if using the document camera it is possible to have a second camera and physically select the second camera. John offered to meet with faculty upon request for training with the cameras.
- v. TalkAbroad Software Installed in the Grainger 307 Lab – Janet reported that only one faculty member uses the software and asked if the funds used to pay for that product could be used elsewhere. Kim reported that ITS does not pay for software in private labs. Whether or not to continue to use the software would be a departmental decision since the department is paying for it.
- vi. Classrooms with Multiple Displays – Can different content be displayed on different screens available in Grainger 101 and Allen 208? John reported that Grainger 101 has a touch panel that controls screens and assigning content. Inputs are under each monitor and should assign content accordingly. Allen 208 can also be used this way. Kim offered training to upon request for any faculty member who uses these (or other) spaces.
- vii. Choosing Input to Display in Classrooms – John instructed to press the Windows key + P and enter through the display options. John (ITS) and Samantha (DEC) offered additional training upon request. It was questioned whether or not the Windows + P option is blocked in the classrooms. John confirmed that it should not be blocked and asked that he be contacted with locations if that is found to be incorrect.

The meeting was adjourned at 5:01 pm.