**Academic Technology Advisory Committee Meeting Minutes**

Tuesday, February 25th, 2025

**Committee Members: Bold in Attendance:**

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| **Steven Hoehner** | **Pubali Mukherjee** | **Kim Redford**  **Ex-officio** |
| **Jamie Krogh** | **Sanish Rai – Chair** |  |
| **Ashlie Leslie – Ex-Officio (DEC)** | **Pam Randall** |  |

The meeting was held virtually via Zoom. Dr. Rai called the meeting to order at 1 PM.

* **Kim Redford provided follow up/updates on these items:**
  + Upgrades are planned for the summer for Hiner 207, Bedford 106, and (2) GAND classrooms in Bedford.
  + Reminder to the group that John Hogge has available in his office one of the new JetPacks (slated to replace Crestrons in standard classrooms) as well as one of the New Line Flex annotation devices that will be used in some classrooms. If anyone is interested in seeing/demoing the devices, they can let Kim know and she will work on getting something scheduled with John.
  + The next round of ETF funding will be available in the coming weeks. Computer refresh for classrooms and eligible faculty/staff offices will take place.
* **Panopto Videos:**Dr. Rai inquired about how long Panopto videos are kept. Ashley from the DEC reported that each quarter, Panopto videos are audited. Videos that have not been viewed in 18 months at the time of audit will be archived. Videos that have not been viewed in 26 months at the time of audit will be permanently deleted. Archived videos can be retrieved by the video creator for necessary viewing. Permanently deleted videos cannot be retrieved by the DEC or Panopto Support.
* **Canvas Studio Pilot:**   
  Ashley Leslie shared that the DEC will facilitate a pilot for Canvas Studio this summer. They have piloted this software before and it was well received.

The meeting was dismissed at approximately 1:28 PM.