

Academic Technology Advisory Committee

November 17, 2020

Corey Call
Darrell Carpenter
Scott Chapman
Krystle Forlines
Jeff Ledford – Chair
Julie Mersiowsky

Kim Redford – 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)
 - No update since the last meeting
 - Still working on ETF order
- DEC Update (Julie Mersiowsky)
 - Studio pilot is ending. Survey sent to faculty and students brought a great deal of information/data. After reviewing it all, the DEC has decided to stay with Panopto. An email should be coming to all faculty shortly explaining this and sharing resources for more effective use of Panopto. Instructions are also included on how to extract videos from Studio to use after access is removed (12/31/2020).
 - DEC is preparing for final exams, working with faculty to set up online exams and projects.
- New Business
 - Canva (Shannon Salley)
 - Canva is a graphic design platform, used to create social media graphics, presentations, posters, documents, and other visual content.
 - Shannon asked if the university is able to purchase the program. She suggested departments might be able to split the cost between users.
 - Julie said the DEC has one account. Sarah Reynolds said the library also has one account.
 - Shannon asked ATAC members to check with their departments to determine use and inquire about splitting the cost. Contact Shannon with findings.
 - Software licensing list (Jeff Ledford)
 - Jeff reported that Faculty Senate has asked for a list of software installed on computers across campus. They are interested in learning what software is paid for and available for faculty use.
 - Kim stated that there are many specialized software purchases made at the department level and that the department pays for and manages those licenses.

Licenses are generally purchased for the number of seats that are needed in the purchasing department and the software is not available for use by others. Kim and Julie will work together to generate a list of software that is available to all faculty.

- Darrell Carpenter said software changes as faculty come and go and tracking it at a university level is a waste of resources.
- Julie stated that Faculty Senate brought this up in the last meeting during a general discussion about cost savings. There is interest as to whether or not Longwood is leveraging the Virginia Association of State College and University Purchasing Professionals (VASCUP) contract for cost savings.
- Kim stated that we do use VASCUPP for some products/services; however, there are many that are not included in the VASCUP contract. She will obtain a list of what we purchase through VASCUPP.
- Senate item (Julie Mersiowsky)
 - Julie is a co-sponsor of these changes with David Shoenthal.
 - Requested ATAC review, discuss, and approve FPPM Section II. W. Online and Hybrid Teaching and Learning before taking it to Faculty Senate Executive Committee. This document applies to non-Covid times.
 1. New and revised definitions: *electronic interaction* (revised); *substantive interaction* (new); *online, hybrid, distance education* (revised).
 2. More consistent use of the term *distance education*.
 3. Altering the breadth of encouragement for those participating in LOTI.
 4. Clarifying current DEC procedures and practice (including items related to those with external previous experience with distance education training and timeline of regular review of distance education instructors), and general clean-up of formatting.
 - Julie will present the changes made in today's meeting to David. Then, Jeff Ledford will send the document to JoEllen Pederson to be presented at Faculty Senate.
- Members agreed to revisit and revise the entire document when time permits.
- Janet Smith asked if there was functionality in Canvas for a timeframe setting students should spend on an assignment. Julie said you can assign a to-do list item but there is no automated option. She suggested a reminder on the course calendar within Canvas.
- Denis Trubitsyn mentioned Box is removing the unlimited storage feature with the next contract term. Kim is going to investigate.
- Denis also asked if there was a way to extend the document camera cord at least 10 feet in the classroom. Kim is going to have the classroom technician reach out to Denis directly.

The meeting was adjourned at 4:56 pm.