

Academic Technology Advisory Committee Meeting Minutes

Tuesday, October 24, 2023; 3:30 PM

Committee Members: Bold in Attendance

Scott Chapman	Stephaine Buchert	Sarah Reynolds	Pamela Randall	Yiwei Zhao
Mike Waddell	Steven Hoehner	Stephanie Watts	Sanish Rai	
Kim Redford, IT Rep	Ashley Leslie, DEC Rep		Student (we need)	

The meeting was held virtually via Zoom.

Approval of previous minutes- Scott Chapman sent minutes to all via chat tool. Kim Redford will post minutes to the ATAC webpage.

Update on Computer lab utilization from Math and CS Department- Steven Hoehner reported that it has been decided that the Rotunda G56 lab is no longer needed and the space will be used as a traditional classroom moving forward. He added that (1) student use machine and the printer may be left if place for student use. Kim Redford shared that she has been contacted by Phillip Poplin, department chair, about this. He has requested that the lab computers be removed over winter break. She was not asked to leave a computer for student use or a printer in the space. She will reach out to Dr. Poplin to confirm. Redford also shared that The MCS department did get the change approved by Space Planning (Tracey Neihouse). That is an important step that should take place for any/all changes in space utilization.

DEC/Instructional Technology Update- Ashley Leslie shared that Spring and intersession courses have been created and are available in Canvas. Faculty should reach out to DEC for questions or cross listing requests. Registration period has begun.

IT Lab utilization Update- Kim Redford informed the committee that in addition to the request to have the MCS lab in Rotunda de-commissioned, IT has also been informed that EML would like to convert the Grainger lab to a regular classroom as well. She reminded the group that they should be in conversation with their departments about lab utilization in their spaces. Mike Waddell shared that the Music department has a few computers in place for students to use but they do not have a lab. This has worked well for them.

Faculty Infographic- Kim Redford shared an infographic that Meg Thompson, former chair of the ATAC, worked on with the committee last year. The intention was to distribute to faculty at the beginning of the fall semester. That did not take place. The infographic includes information about software (Microsoft M365, Adobe Creative Cloud, SPSS, Qualtrics) and services available from ITS and the DEC. It was suggested that we might want to send via email in January as faculty return for the spring semester.

Canva- Pam Randall shared that access to a paid version of Canva is needed. This has been discussed/requested numerous times. Many departments across campus use the software. Some are paying for individual licenses and some are using the free version; which is subpar and not suitable for faculty needs. It was suggested to have a survey to evaluate utilization university wide and how many licenses are paid for at this time. Ashley and Pam will collaborate to create the survey. Kim Redford can send it out to all faculty on behalf of the committee.

Sarah Reynolds shared that she uses Adobe Express and that it is very similar to Canva. The University already has licensing for Creative Cloud which includes Adobe Express. Ashley Leslie suggested that we could provide information about Adobe Express in the faculty infographic.

Yiwei Zhao wondered if AIO has another captioning option and shared that he is working to get help from the departments at this time.

Teaching hardware/software resources for faculty Ashley Leslie reported that the DEC no longer has loaner equipment and that they transferred all that they had to the library for use in their loaner pool.

Sarah Reynolds shared that the Library has ETF funds for hardware purchase and that departments can let the library know if they have a need for hardware and they can review it. Kim Redford stated that IT has a pool of Apple and Dell laptops, portable screens and projectors available for check out by faculty and staff. A request form for this is found on the Help Desk Solomon website.

Telephone system replacement Pam Randal asked if there is an update on the telephone system replacement project. Kim Redford shared that IT is still in the information gathering stage of this process.

Date/time for next meeting Nov 28. 3.30 pm

Kim Redford– motion to adjourn meeting

Scott Chapman -seconded

Meeting ended at 4.08 PM