Academic Technology Advisory Committee Meeting Minutes

Thursday, September 28, 2023; 3:30pm
Zoom: https://longwood-edu.zoom.us/j/98132798730

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)	

Agenda

1. Welcome – Scott Chapman – Meeting started at 3:32pm

    a. Introductions

    b. Our Committee Charge:

    From FPPM: *1. Purpose and Duties: The responsibility of this committee is to serve as an advisory committee on technology issues that impact the institution:*

    a. explore major shifts in technology;

    b. continuously assess and suggest revisions to the technology vision of the institution;

    c. assist in proposing and crafting policy and procedures about academic uses of technology;

    d. facilitate open communication among faculty, staff and students about academic uses of technology;

    e. provide strategic plan support for academic use of instructional technology;

    f. suggest standards for the acquisition of campus technology that support teaching and learning.

    b. Schedule Future Meetings:

    Send a Poll for next meeting – Tuesdays might be better 3:30pm

    Business College First Tuesday is Faculty Meeting

2. Election of Committee Chair

    From FPPM: *Chair: Chair will be a faculty member chosen by the committee. One committee member from the technology departments will be selected by the committee to serve as the ex-officio co-chair. Duties of the chair(s) will include creating agenda for meetings.*

    Nominations or volunteers for Chair:
    Sanish Rai nominated, Scott Chapman seconded, unanimous vote

3. IT Update/ Computer lab unitization – Kim Redford

    - Kim reminded the committee that ATAC is an opportunity to be heard regarding technology on campus and that agenda items should be faculty driven. She encouraged members to engage with their departments and bring their ideas back to the committee for discussion.

- Lab utilization – a year ago IT looked at the labs and how they were used; most have 24+ computers that are refreshed every 4-5 years; There are 7 public labs across campus; one refresh is $24,000 or more; If it is not being used, we need to collaborate and discuss within the committee; another department said they would like to convert their lab into a classroom; IT will provide data to take to their department; Article was posted involving removing computer labs on August 15; IT is in the early stages of discussing this issue; Involve the Chair of Chairs with the discussion about what the labs should look like. Kim will send the article to the group and then we should bring this up at department faculty meetings.

- Scott asked if labs shift away, could they use that money for wireless upgrades. Wireless – lots of money put into it. Scott also asked about the Macbook Pro ethernet dongle and Kim brought up that a secure solution was come up with.

4. DEC/Instructional Technology Update – Ashley Leslie

5. Having two monitors at office desks – Steven Hoehner
He sent an email to the department asking for input; other faculty may want two monitors. Kim brought up that in the past IT had extra monitors at one point. IT is now out of extra monitors, but will provide a quote for departments to purchase additional monitors. ETF refresh is grant money that has a lot of specific rules revolving them and they are not able to add those to refreshed computers. Now the standard for Mac is Mac Mini. Mac monitors are also very expensive. Kim explained more about ETF.

6. Other Items/ Future agenda items
Stephanie – from Dr. Randall: Education would like to have a subscription for Canva
Yiwei – wondered if AIO has another captioning option

Kim – motion to adjourn
Michael – seconded
Meeting ended at 4:20pm