

Academic Technology Advisory Committee Meeting Minutes

Thursday, September 19th – 2 PM

Committee Members: Bold in Attendance

Stephanie Buchert	Jamie Krogh	Pubali Mukherjee	Kim Redford Ex-officio
Scott Chapman	Ashlie Leslie – Ex-Officio	Sanish Rai – Chair	Laura Sanchez
Steven Hoehner	Bjoern Ludwar	Pam Randall	

The meeting was held virtually via Zoom. Dr. Rai called the meeting to order at 2 PM.

- **Introductions**
 - Dr. Rai introduced himself and facilitated introductions of committee members.
- **Elect Chair for 2024/25 Academic Year**
 - Dr. Rai called for a nomination and vote for chair of the committee. Kim Redford nominated Dr. Rai for a second term as committee chair. With none opposed, Dr. Rai agreed to serve as chair for 2024/25.
- **Student Member**
 - It was mentioned that the committee’s charter states that a student should serve on the committee. Kim Redford is going to ask one of the Student Support Technicians to serve and hopes to have him available at the next meeting.
- **Lab Utilization Study**
 - Kim Redford reported that the lab utilization study continues. Software to provide comprehensive data regarding usage was installed on all lab computers last semester and will remain through the fall. Currently, four academic computer labs (does not include private labs, such as the GIS lab) remain available. Three of these labs are in Hiner Hall; Hiner 14, Hiner 16, and Hiner 20. The fourth lab is Chichester G13. A report will be shared with the committee before the end of the current semester.
- **Touch Screen Monitors in Classrooms**
 - Kim Redford asked the committee to gather information from their departments about the utilization of the touch screen monitors in classrooms. IT does pay extra for this functionality.
- **ThinkLink –**
 - Scott Chapman requested (via email) that the committee discuss potential use of ThinkLink software. Scott was unable to attend the meeting. It was determined that it would be best to wait until he is present to discuss.
- **ChatGPT/AI Software**
 - Dr. Bjoern Ludwar asked if Longwood could/should look into purchasing a product like ChatGPTedu. He stated that some faculty want to use AI to prepare their students for a future that most certainly will include heavy use of AI - and those faculty will use some sort of free product if a commercial one is not provided. Purchasing a commercial solution would

a) provide data privacy (whereas free products retain user data for product improvement - read the small print...) and b) allow Longwood some control over how the product is used. Kim Redford shared that Dr. Smith is putting together a task force to research potential AI use at Longwood. She suggested that the committee not move forward with anything on this until that group completes their study and makes recommendations. Ashley Leslie added that she has been asked to serve on the task force and will be sure to keep the committee informed as decisions are made.

- **Wireless Service in Classrooms**

- Dr. Bjoren Ludwar shared that he frequently encounters network (speed) issues in his classroom. He had IT check on specific rooms, but they report no issues (maybe because they don't have 24 students trying to all access the same router at the same time?) He asked how faculty can document / report issues, so IT can get to the actual cause and address it? Kim Redford stated that she would work with the infrastructure team on this. She suggested that they may be able to capture the traffic in those rooms during class periods to get to the bottom of what the issues are.

The meeting was dismissed at approximately 3 pm.