

Academic Technology Advisory Committee
November 1, 2016

Beach, Jennifer	Mersiowsky, Julie
Chapman, Scott	Mukhopadhyay, Surma
Fernandez Urenda, Javier	Redford, Kim
Gentry, Vanessa	

Julie Mersiowsky called the meeting to order at 3:33pm in French 203. Ann Bailey Yoelin, Gretchen Braun, Mary Lehman, Scott McElfresh, and Ling Yang were absent.

Julie outlined the agenda, and the group introduced themselves. As a student also sits on this committee, Kim Redford nominated and introduced Vanessa Gentry, a student, RTA, and help desk employee.

1. Committee Charges

- This is an advisory committee for technology, accountable to Faculty Senate, and it needs to be strong and more faculty-driven. The group reviewed the committee responsibilities as defined by FPPM (Attachment A). Committee members should bring back to the group from their colleges technology-related ideas, desires, and concerns. “Technology” as it relates to the committee refers to both instructional technology and hardware/software. While the reality of resources, money, and time make it impossible to pursue all options, IT and the DEC devote what they can to research & development. One example of newly implemented technology is the Top Hat polling software. *(The group at this point moved ahead to Agenda Item #5.)*

2. Committee Meeting Schedule

- The group agreed that future meetings will be held on the second Tuesday of each month, and the calendar and room reservations will be updated accordingly.

2a. *Addition to Agenda: Electing a Chair*

- Julie added this item to the agenda and pointed out that the FPPM requires the Chair to be a faculty member. She called for volunteers, and Scott Chapman agreed to take on the position. The group will send agenda items to him for future meetings, and Kim Redford shared her hope for more faculty-driven agendas, as the committee should have more robust conversations about needs on the faculty side. The new Chair will also bring a representative who can take minutes and assist with scheduling. Sarah Porter, Senate Executive Committee Chair, would like to meet with Julie and the new ATAC Chair; they’ll work to find a mutual time. The group also discussed the reporting timeline: at the end of each academic year, the ATAC Chair will submit to Senate an Executive Summary of the committee’s accomplishments, changes, etc. As Co-Chair, Julie will assist him in this.

3. DEC Update (Julie Mersiowsky)

- There was a substantial Canvas update over the summer; the biggest change was to the home page, which is now more graphically oriented. The DEC notifies the University about such changes through email announcements, blog posts, and tweets.
- 75% of the DEC’s pro staff left over the summer to pursue new opportunities. Jenny Quarles has gone to the community college system. Jeff Everhart’s position was rewritten and is now held by Chuck Faison, Assistant Director for Learning Sciences. A

new position of Instructional Technology Assistant was created and is held by Ashlyn Fairlamb-Mason, who is working on trainings and inventory. Muneeb Mobashar continues in his role, as does Becky Patt, Assistant Director for Support Initiatives. We have 12 ITCs working in the DEC this year.

- The DEC is running the pilot on Top Hat polling software. They've identified those interested and have worked with them to implement it in their classes. The DEC is still working on the transition from Echo 360 to Panopto for lecture capture. They're using WebEx more than in the past, which will take the place of Polycoms and require no proprietary hardware.
- Renovations are planned for the DEC in December. The Digital Den space will remain, but the copy/storage room will become the ITC office.

4. IT Update (Kim Redford)

- Kim defined ETF funds and explained their use through IT for faculty/staff computers and lab/classroom refresh. The refresh isn't completed on a set cycle, but IT works to ensure that everyone has a machine that meets their needs, and those having problems are bumped to the top of the list. Dell and Apple computers work well and tend to be on a 4-to 5-year cycle. ETF funds were just released for this year, and IT's plan is to replace the Ruffner computer lab, which should be done over winter break. Classroom instructor computers in Hiner, Hull, Stevens, and Wygal are also being targeted, depending on age. These updates will allow IT to pause for a year on classroom updates. Kim will also meet with Brent Roberts, the new Dean of the Library, and there will be some updates to Greenwood's Information Commons.
- The bulk of the updates referenced above will be to faculty/staff machines. Dell users with an Optiplex 780 or 790 are on the list at this point, and IT hopes to update the 780s during this cycle, with 790s on the top of the list for the next cycle (or sooner, if the funding exists). They have 150 machines to replace and will order them in sets of 40 or 50. The towers are being replaced with all-in-one machines, though a few users have requested towers. On the MAC side, IT is replacing Apple desktops from 2011 and 2012, and Bryan Roethel will reach out to Apple users due for refresh. Kim Redford hopes to do more classroom remodels during the next cycle, and IT is also working on HDMI upgrades, which cost approximately \$11,000 per classroom.
- Changes to myLongwood were completed in September. The new portal is more streamlined and eliminates some extraneous options not being used in the past. IT has received excellent feedback on the changes.
- On Friday, October 28th, Apple took all MacBook Pros off their site temporarily, and the new models that later came up no longer have a hardwired network port. Apple's solution for those who need a wired connection is an adapter, and Longwood doesn't currently allow use of those adapters because of the risk to our internal network. (As opposed to the unique MAC address on the computer, the MAC address now resides in this adapter, which poses a security risk to the network if the adapter is lost or stolen.) The group discussed the changes in technology which led to this redesign. How can we accommodate MacBook Pro users? Internal resources (especially Banner INB, network share drive(s), and the email client) can only be accessed on wireless through VPN, which requires an extra step and will cause some latency for users. IT continues to have conversations about how to make this work, and it's currently a top priority.

5. Technology Pilot Process

- Someone outside the committee sought out ATAC and expressed interest in the Top Hat polling software. The request was evaluated by the DEC, who agreed it had application

at Longwood. This request led to a larger conversation about piloting and the need to create guidelines for entertaining those requests. Kim Redford shared a document (Attachment B), which defines the pilot and/or purchase process and applicable guidelines; the form is also available on the website. Requests will be vetted through the ATAC, and the DEC and IT will share the cost of the pilots for software/technology.

5a. *Addition to Agenda: schedule for the next meeting*

- The committee agreed to cancel the December meeting as faculty members aren't on contract on December 13th. Scott Chapman will email the group with the option for January's meeting to be on the 10th or 12th. Brooke Greenbank will request French 203 for the February, March, and April meetings.

6. Adjournment

- The meeting adjourned at 4:42pm.

Brooke Greenbank

F. ACADEMIC TECHNOLOGY ADVISORY COMMITTEE

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.
2. **Membership:** 9 faculty members – at least 1 member from each college and at least 1 member from the library; 1 member from information technology support services; 1 member from instructional technology services; and 1 member from the student body.
3. **Ex Officio Members:** Instructional Technology management team; volunteer(s) from part time on-line faculty and/or non-tenure track instructors.
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** None
6. **College Restrictions:** At least 1 member from each college.
7. **Other Restrictions:** If possible, faculty members should have both face-to-face and blended/hybrid, or online teaching experience and training.
8. **Method of Selection:** Faculty members appointed by the Senate Executive Committee of the Faculty Senate, other members appointed by department heads.
9. **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.
10. **Reporting Route:** To the faculty senate, Dean of the College of Graduate and Professional Studies, and Vice President and CIO of Information Technology.

Reference: Minutes Faculty Senate September 19, 2013

Policies & Procedures

Pilot, Purchase, Adoption and/or Maintenance of Academic Technologies

Pilot and/or purchase of academic technologies

When a technology or software is identified for pilot or purchase, it must first be determined if the product is specific to a department or college or if it would serve a greater institutional need or purpose.

Department/College specific technologies

If the technology is department or college specific, pilot funding should first be requested at the department or college level. The DEC and IT will collaborate to make a small pool of funds available to support the pilot of technologies if the department/college is willing to contribute half of the pilot costs. These funds will be available on a first come, firsts serve basis and shall not exceed \$1,000 per pilot. The DEC and IT will seek counsel from the faculty senate Academic Technology Committee in regards to the funding of pilots. Pilot funds will also be contingent to a signed agreement with the faculty member to assess the piloted product and to share assessment results as well as findings and recommendations with both the DEC and IT.

IT will support the installation of pilot software and will aid, as possible, in the implementation of the technology associated with a pilot.

The DEC will assist with the use of piloted technologies and personnel allows.

If a department/college specific technology is selected for purchase, the department and/or college will be required to provide funding for the purchase. Funding requests may also be extended for ETF or Academic Affairs funds.

IT and the DEC will make every effort to support the purchase and implementation of the technology, but will not be able to guarantee training or product maintenance and these details must be discussed with IT and the DEC as part of the purchasing process.

University wide technologies

Technologies deemed to meet a greater need for the institution as a whole may request full pilot funding from either IT and/or DEC. It also may be requested that the DEC or IT project manage the pilot and product assessment process. After a pilot process, a product of interest will be taken to the IT Governance Committee for consideration for full implementation and funding.

Products selected for purchase and campus wide implementation will receive additional project management, support and training from a collaborative of IT and DEC staff. IT and/or the DEC will monitor maintenance and one on one support for technology users.

The DEC will also support the promotion of new campus wide technologies to faculty and student users.

Pilot requests will be reviewed and approved twice annually according to the following schedule:

- Requests submitted by September 15th will be reviewed and approved/denied by October 1st
- Requests submitted by February 15th will be reviewed and approved/denied by April 1st

Click here to access the pilot technology request form. (<https://docs.google.com/forms/d/e/1FAIpQLSeR162CzzqXNOneVh1kNXI7qdPFEptwj5oFLrminGP8OmTErw/viewform>)