**Academic Technology Advisory Committee**

April 20, 2021

Corey Call Julie Mersiowsky – Not in Attendance

Darrell Carpenter Kim Redford – Co-Chair

Scott Chapman Sarah Reynolds

Samantha Ellington Shannon Salley

Krystle Forlines Janet Smith

Jeff Ledford – Chair  Denis Trubitsyn

\*Barbara Johnson – minutes Jonathan White

Jeff Ledford called the meeting to order at 3:45 pm. The meeting was held virtually via Zoom.

* IT Update (Kim Redford)
  + Kim requested the group go back to their departments and get feedback ASAP regarding the upcoming JMP renewal. Specifically, two faculty in Math and Science were using the software. One is currently using it, the other is not. The previously purchased site-wide license was $500 for 5 years but the cost has increased significantly since that time. It would be helpful to know what level of licenses will be needed. Kim asked the group to email colleagues and ask them to reach out to her ASAP to report usage.
* DEC Update (Samantha Ellington)
  + New Quizzes is coming in Canvas. Will begin piloting with Campus in May.
  + Course Evals are open for Undergrad until 4/28 at 8am and Grad 5/1 at midnight
* Old Business
  + QM alternatives – the DEC is evaluating two options that other colleges use
  + Denis asked about single sign on portals. Kim said system timeouts prevent single sign on across the board. She offered to ask an Engineer to join the next meeting to discuss the challenges and obstacles. She asked the group to email her specific questions ahead of the next meeting.
* New Business

1. Advising Questions (Denis Trubitsyn)
   1. Lack of ability to create samples and sample schedules for students – if students can make sample plans why can’t advisors? Students have more ability in the system that advisors. Kim said DegreeWorks is a Registrar managed system and she will reach out to them for an answer.
   2. Ability to look up classes in myLongwood and DegreeWorks – could the sort be flipped so current semester displays first, as well as show fewer semesters? Currently, for some courses, advisors must manually check to determine if the course satisfies degree requirements. Kim is going to reach out to the Registrar for an answer.
   3. Mid-term grades display – once students register for the upcoming term, mid-term grades disappear in DegreeWorks. Kim is going to reach out to the Registrar for an answer.
   4. Ability to look up classes in myLongwood – users are not able to go back to previous page without resetting the program and semester look up criteria. Kim is unsure if this is an IT or Registrar issue and will investigate.
2. Future Zoom Questions (Jeff Ledford)
   1. Jeff asked the committee: what are we doing with Zoom for students who don’t have Covid and will miss class for a long period of time?
      1. Krystle said they brought it up a few weeks ago at their faculty meeting. They thought a detailed policy would need to be in place for attending class via Zoom. They recommended it be individualized per instructor.
      2. Jeff said they discussed using syllabus wording to disclose accommodations. He asked if there was classroom technology that allows lecture recording while teaching face-to-face and online students, especially capturing the white board.
      3. Janet said her solutions were in PowerPoint, having a blank slide and writing notes, or using a blank Word document.
      4. Kim offered to have the classroom technician and DEC meet with faculty to discuss concerns and possible solutions to accommodate those students without deteriorating the learning experience for others.
      5. Samantha recommended Panopto recording as an alternative to in-class capture.
3. Darrell said the Registrar asked him when a student was last active in his course. Samantha told him that when a student drops the class, Banner drops them from the course which removes them from the class in Canvas. She can only view the last 30 days of historical data. If it was longer than 30 days ago, historical data is no longer available. He asked if it was possible to adjust the process so the Registrar could check with the DEC before they process the withdrawal. Samantha will reach out to the Registrar for additional information.

The meeting was adjourned at 4:23 pm.