

**Academic Technology Advisory Committee**  
**January 23, 2018**  
**3:45pm | French 300A**

Members Present:

Brandon Jackson	Surma Mukhopadhyay
Leigh Lunsford	Kim Redford
Scott McElfresh	Sarah Reynolds
Julie Mersiowsky	

Scott Chapman, Brooke Russo, Corrie Kelly and Shannon Salley were not in attendance.

Scott Chapman was unable to attend the meeting due to a family emergency. Kim Redford called the meeting to order at 3:45pm. She noted that the remaining meetings for the year will be held on February 20<sup>th</sup>, March 20<sup>th</sup> and April 17<sup>th</sup>.

**Data Security - Information Security Office**

Jen Patterson, the Information Security Policy, Awareness and Training Coordinator, presented to the committee regarding restricted data with a focus on the handling, storage and disposal of said data. At the end of the presentation, she offered to present to academic departments upon request.

**IT Update – Kim Redford**

Kim Redford began by updating the committee on ETF (Equipment Trust Fund) activity. She reminded the committee that ETF funds are used to refresh computers for full-time faculty and technology equipment in academic spaces. Dell Optiplex 790 and 7010 computers are being replaced this cycle. The next model to be refreshed will be Dell Optiplex 9020. Additionally, two classrooms (Grainger 207 and CSTAC 202) will be updated to HDMI technology over Spring Break 2018. To date, 60 out of 108 classrooms have been upgraded to HDMI.

The Windows 10 upgrade is ongoing in faculty offices.

Other notable IT projects that are currently in the works include the implementation of DocFinity and Banner 9. DocFinity is a records management and workflow solution. The Office of the Registrar and Admissions were the first to adopt the product. Other offices across campus will follow. The upgrade to Banner 9 is underway. The updated software will provide an improved user interface and increased functionality. Of particular interest to faculty is an improved process/interface for grade entry. The Registrar's office worked with a pilot group of faculty on the new process. Information to all faculty will be forthcoming. Two questions were posed regarding Banner 9. Leigh Lunsford asked if the upgraded product would include a wait list option for students for class registration. Brandon Jackson asked if Banner 9 would have a feature to include student ID photos within class rosters. The majority of the

committee agreed that they would like to utilize that functionality. Kim Redford will take the questions back to IT and report her findings to the committee.

#### **DEC/Instructional Technology Update – Julie Mersiowsky**

Julie Mersiowsky informed the committee that DEC is hiring a second full-time Instructional Designer. This new position will assist with Quality Matters surveys and LOTI courses. Julie highlighted that Respondus LockDown Browser will be phased out by Summer 2018. A new cheating deterrent software, Honorlock Browser Guard, will be implemented. The DEC will encourage faculty to implement Browser Guard for tests taken independently rather than in an in person, classroom situation. Honorlock has multiple facets. What the DEC will be able to offer will depend on funding.

Surma Mukhopadhyay brought forth 2 questions that her department asked her to present to ATAC. The first was a question regarding saving .pdf files with the new Smart Board technology. Kim Redford noted that the new solution requires that annotation on PowerPoint slides be saved individually. The previous software allowed for the entire presentation to be saved as one document. The second question was raised to Julie Mersiowsky regarding the quality of Honorlock versus Respondus. Julie shared that Respondus was a 1/5 of the price of Honorlock but also far less equitable in terms of quality.

Lastly, Brandon Jackson asked if the DEC had a new classroom polling solution and Julie responded that Poll Everywhere has been implemented. Poll Everywhere has a vast amount of polling options and can be accessed via a cellular device or a computer.

#### **Scantron Survey- Kim Redford**

Kim Redford headed up the Scantron discussion. The committee reviewed a survey that will be sent to 82 faculty members who used Scantron services in the Spring and Fall 2017 semesters. The purpose of the survey is to gather information that will aid in decision making regarding grading services moving forward. The survey will be emailed on January 29<sup>th</sup> with a due date of February 16<sup>th</sup>. Scott McElfresh will then compile the data for review at the February 20<sup>th</sup> ATAC Committee Meeting.

As no further items were brought to the table, Kim Redford adjourned the meeting at 4:45pm.