

**Academic Technology Advisory Committee**  
**March 20, 2018**  
3:45 pm | French 300A

**Members Present:**

Scott Chapman  
Surma Mukhopadhyay  
Brandon Jackson  
Kim Redford  
Julie Mersiowsky  
Sarah Reynolds

**Special Guests:**

Bob Smith  
Susan Hines  
Mark Kendrick

**Not Present:** Corrie Kelly, Leigh Lunsford, Scott McElfresh, Brooke Russo, Shannon Salley

Scott Chapman called the meeting to order at 3:48 pm in French 300A. He noted that the last meeting of the year will be held on April 17<sup>th</sup>.

**Python Scantron Alternative Demo**

Brandon Jackson presented his assessment grading solution to committee members and special guests Mark Kendrick, Associate Vice President, ITS, Bob Smith Chief Security Officer, ITS, and Susan Hines, Registrar. He shared that he developed the system because he wanted a more detailed analysis from his testing than the current Scantron solution could provide. First, he demonstrated the functionality of the customizable test answer sheet. The example included fill in the blank and multiple-choice questions. His department's copier has a USB scan function that he utilizes to render the tests to a digitalized version on his computer and prepare them for grading. The information included on the raw data sheet is partial name, ID number (optional), and ungraded answers. Once graded, a spreadsheet is produced which includes the student names and graded answers. The answer sheets can be graded if the student used pen, pencil, markers, completely filled bubbles, partially filled bubbles, etc... The testing software can also be configured to skip questions, grade any amount of questions, grade open-ended questions and modify the number of points per question. Scores are shared with students by attaching the marked file in the assessment section of the grade book in Canvas.

After the presentation, Brandon opened the room up discussion and fielded the following questions.

**Julie Mersiowsky:** Does the system work with multiple platforms?

**Brandon Jackson:** The system is currently used on Macintosh machines - multiple versions and file formats. Testing with Windows is planned.

**Susan Hines:** Are the tests saved on the B drive, the computer, or elsewhere?

**Brandon Jackson:** They can be saved to the hard drive on the computer, the B Drive or wherever the faculty chooses to save them.

*\*Susan shared that she has concerns about student data being saved on USB devices due to security concerns and FERPA regulations. The committee agreed that the use of USB devices should be restricted. Susan also stated that new, more stringent, bills are going through the House right now in Virginia regarding data usage and storage and that we will need to have controls in place to mitigate any risks. Further discussion about data storage procedures is needed.*

*\*Susan also stated that the Help Desk should not be handling/grading student tests for that same reason and others.*

**Brandon Jackson:** My colleagues and I seem to have a varying range of understanding in FERPA data. What is or is not included? Grades? Names?

**Susan Hines:** We are going to have a FERPA session or a series of sessions to prepare and further educate faculty about FERPA. We are planning those for the near future.

**Mark Kendrick:** Why is Canvas not more widely used for student testing?

**Julie Mersiowsky:** Use of Canvas is not enforced nor required. Faculty members cite a number of reasons for not using Canvas for testing to include cheating, reliability of student laptops, and concerns about depending on Wi-Fi.

Julie also noted that some faculty are simply not fully aware of Canvas' testing functionality.

**Kim Redford:** What percentage of faculty use Canvas?

**Julie Mersiowsky:** Less than 50%

**Julie Mersiowsky:** Can code be written to force the tests to be saved to B Drive?

**Brandon Jackson:** Not likely

**Mark Kendrick:** If this software is made available to faculty, how will instructions for installation and use of the software be communicated?

**Brandon Jackson:** I have written installation and usage instructions. Screen shots will be soon added to those documents.

**Mark Kendrick:** Is there another product for grading besides Canvas?

**Julie Mersiowsky:** Scantron makes one that integrates with Canvas but the bubble sheets still have to be scanned and it would still be labor intensive.

**Mark Kendrick:** How many faculty members currently use the current Scantron option?

**Kim Redford:** 82 faculty members used Scantron services during the Spring and Fall 2017 semesters.

The committee and guests thanked Brandon for the demonstration. The committee will continue their evaluation efforts with hopes of presenting recommendations to Faculty Senate.

**IT Update – Kim Redford**

Kim Redford highlighted that this ETF cycle has closed. She reported that the upcoming ETF cycle could begin as early as the summer but will likely be in the fall.

**DEC Update – Julie Mersiowsky**

Julie Mersiowsky announced that the DEC has put out an RFP for proctoring software that they are interested in procuring as well as lecture capture software. The DEC will continue various training sessions throughout the rest of the semester. Training during the Summer will be light, but available. The DEC is also creating online modules to be utilized during that time.

**Other Items:** Scott tasked the committee with bringing two or three items to the next meeting that are worthwhile for ATAC to look into and add to next year's agenda.

With no further business, Scott closed the meeting at 5pm.