ATAC

Meeting Minutes
Agenda items

Members:

Amanda Blaisdell, Cory Call, Darrell Carpenter, Jeff Ledford, Elizabeth Meiser, Julie Mersiowsky (co-chair), Dan Michael, Kim Redford, Sarah Reynolds, Shannon Salley, Jonathan White, Student Representative (TBD)

Attendance:

Members Present:	Members Absent:
Julie Mersiowsky	Elizabeth Meiser
Amanda Blaisdell	Shannon Salley
Cory Call	
Sarah Reynolds	
Dan Michael	
Jeff Ledford	
Darrell Carpenter	
Kim Redford	
Jonathan White	

Notetaker: Julie

Agenda:

Welcome and open of meeting – Julie Mersiowsky, Co-chair

Focus of ATAC

- [Overview of committee and links to](#) [Members list, minutes and technology pilot information and documents](#)
- Julie recommended that everyone who hasn't already done so take a look at [last year's annual report](#) for reference.

Recurring Topics:

IT Update – Kim Redford

- Over the summer lots of labs and classrooms were upgraded based on needs. Communication was sent to all chairs about these upgrades. Instruction sheets were placed on each desk on how to use the new equipment.
- They are about 1/2 way through upgrading classrooms from VGA to HDMi. IT has a comprehensive list of rooms completed/remaining and are scheduling as funding allows.
- New things:
  - ETF funding was released for this cycle.
  - Kim explained what ETF funds are and how they can be used.
    - Over $500 per item
    - Must "have a brain"
    - Need to have a true instructional/business need for the item
  - Kim Wingo has sent an email asking for requests of equipment to be purchased through ETF funds to chairs. If you have a need, let your chair know.
  - Over winter break Hiner lab (48 machines) will be upgraded.
  - Faculty/Staff computers are being updates – Dell 3030s and 9020s are going now.

DEC Update – Julie Mersiowsky

- Honorlock – fully implemented beginning in Summer 2, faculty that have attended training sessions and implemented the use of the module we have created, are having successful assessments through Honorlock. We offered multiple in-person training sessions, webinars and in-class training sessions for students.
- Faculty Feedback Forum
  - Last year's group suggested we send items through multiple formats, that emails are less likely to be read as they get many, especially during the start of the semester
  - The DEC responded to this by sending information this fall through global Canvas announcements (at the top of the opening page of Canvas). These were well received.
  - Survey was sent out and we are now combing through the data to determine what needs there are for trainings, etc.
- 10 ITCs are on staff this year to assist and support faculty and students in the use of instructional technology.

New Business:

Election of Chair – Julie will manage this

- Responsibilities
  - Setting agenda for meetings
  - Calling meetings, running the meetings
  - Finalizing minutes, sending to Kim R. for posting to Solomon
  - Writing the end of year report to go to Faculty Senate
- Election
  - Nominations
    - Amanda - volunteered
  - Voting – unanimously elected.
  - Announcement of the new Chair -Amanda Blaisdell

Setting Meeting Schedule – Julie

- Recurring meetings – 4th Tuesday at 3:30 works for everyone
- Skipping December and ending with April's meeting

Proposed [FPPM language changes for hybrid courses](), and other "clerical" changes to that policy for clarity.

Topics for Year's Work:

- Presentation of proposed topics discussed at April 2019 last meeting – Julie
  - Trainings with the DEC – discussed below in old business
  - Additional Document cameras in classrooms – Kim and Julie will gather this data and report back at the October meeting.
    - How many are currently available across campus?
    - Are there any that can be checked out?

- Canvas shell names – Julie (on behalf of a former committee member)
  In several situations (e.g., connecting external services like Poll Everywhere reports to Canvas, importing Canvas rubrics from one shell to another, finding quiz question banks from a previous semester, etc.), you are asked to select a Canvas course. The courses are named and numbered by section (ex. ABCD-123-01) The problem is that if you may have taught section 01 of The Course for three or four semesters, and there is nothing in the name to tell you which semester you are working with. Thus, you have to rely on trial and error to find the specific semester you are looking for (not always the previous semester or the last time I taught that course).

  Can a semester identifier (like S19 or Spring19) be added to the course shell names in the future so that it shows up in these different dialogs?

Old Business:

Follow up to questions from the past

- From the DEC – Julie - At the last meeting that was held in April, there was a question about getting the course evaluations on an app. Academic Affairs states: Evaluation Kit is already an app, and students are given information about that when they receive the email that evaluations are open. It is also mentioned in the email that faculty members receive when evaluations are opened. Here is the email both sets receive.
- From the DEC – Julie - Honorlock trainings with departments was also suggested at the April meeting – They have been offered, so far this fall 6 department have taken us up on that offer for faculty training. and one session for students in a single department. The designers have also gone into 6 department meetings this fall for general DEC information. We sent out a request to all current department chairs offering both a DEC 10 minute update/overview and what offerings are coming or a training on a specific software. Feel free to suggest to your department chair to have the DEC come in to speak to your department about any topic. We have also worked with a couple of departments to provide a full-day set of workshops relating to a topic of their choosing. For instance, one department wanted multi-level workshops on Panopto and how to use it instructionally. We created and delivered 4 workshops progressing from the start of using the tool, through higher level integrations of the tool. Faculty members could come to whichever workshops they preferred, some attended all, some attended only 1 and a few attended 2 or 3. It was well received and the department plans to have us back this year for another topic.

Action Items	Owner(s)	Deadline	Status
Finalize minutes, send to Kim	Notetaker	10/16/19	Done, Kim to post to webpage
Find Doc Camera Data	Julie/Kim	10/22/19	In progress
Update FPPM changes	Julie	10/22/19	In progress

ATAC

Create chart for clarity on hybrid definition	Jeff	10/10/19	Completed and in the ATAC file on Box
Think of ideas for projects for the committee to cover this coming year	All members	10/22/19	In progress

Reminder:

Next meeting date – 10/22/19 at 3:30, Digital Den, Ruffner 136

Next Meeting Agenda Items:

Document camera availability