**Academic Technology Advisory Committee**

**April 17, 2018**

3:45 pm | French 300A

**Members Present:**

Scott Chapman

Surma Mukhopadhyay

Brandon Jackson

Kim Redford

Scott McElfresh

Corrie Kelley  
 Sarah Reynolds  
 Brooke Russo

Shannon Salley

**Not Present:** Leigh Lunsford and Julie Mersiowsky

Scott Chapman called the meeting to order at 3:48 pm in French 300A. He thanked the committee for their time and commitment to ATAC.

**IT Update**: Kim Redford reported that we are waiting for new ETF monies to become available so that she may continue with the next round of equipment refresh and classroom upgrades. Kim also reported that Help Desk hours will change after exam week. New hours will be Monday – Friday 7:45 am until 5pm. She will communicate the change to the campus community in the coming weeks.

**DEC Update:** No DEC update.

**Qualitative Software/ Corrie Kelley:** Corrie Kelley is interested in trying to procure MaxQDA. The Departments of Education and Nursing are particularly interested in the software. Funding for the purchase was briefly discussed. Kim Redford stated that ITS generally does not fund software purchases for individual department use.

**Multiple Topics/ Brandon Jackson:** Brandon Jackson and his colleagues in the Sciences compiled a list of talking points to bring to ATAC.

1. **Scheduling Software:** Brandon would like the University to look into scheduling software for faculty to use with students. He currently uses 3rd party scheduling software, with a Non-Longwood disclaimer, for appointments and advising his students. He would like options to be explored as his students engaged more after having implemented a mobile friendly scheduling assistant. The solution that he currently uses integrates with iCloud, Outlook and Google calendars.
2. **Screencasts:** Users would like for the DEC to record trainings and video tutorials for all things DEC/Canvas related as faculty often have conflicts with training dates and times.
3. **Academic Works:** Users have reported that Academic Works is not intuitive and difficult to use. Kim Redford noted that she had spoken with Amy Harris about Academic Works. Amy reported that Ashley Crute has been assigned to with faculty regarding use of the software and is happy to meet with faculty members at their request and convenience. A few ATAC members noted that they had met with Ashley and that she was a great help. Kim shared Ashley’s contact information with the committee.
4. **Security Training:** Faculty have commented that Securing the Human security awareness training is not particularly relevant for faculty. Some of the information is not related to what they do. They would like to see training more geared to faculty. For example, topics regarding student data and FERPA.
5. **Single Sign-On for Campus Related Services:** Brandon reported that many users are opposed to having to sign into to Longwood’s many services each time they open an application. They would like to have a true single sign-on environment.

**Other Items: Scantron -** Kim Redford informed the committee that she has reached out to Scantron and asked for information regarding additional options/new functionality. She will let the committee know if anything relevant is discovered.

With no further business, Scott Chapman adjourned the meeting at 4:24.