**Academic Technology Advisory Committee**

Tuesday, September 18, 2018; 3:45pm

French Hall | Room 300A

Members Present: Ann Bailey, Scott Chapman, Brandon Jackson, Scott McElfresh, Surma Mukhopadhyay, Kim Redford, Sarah Reynolds, Brooke Russo, Shannon Salley and Ryan Stouffer

Members Absent: Julie Mersiowsky

Scott Chapman brought the meeting to order at 3:45pm in French 300A. New members were introduced and Scott read aloud the charge and mission of the ATAC committee.

**Election of 3018-2019 Chair- Scott Chapman**

Scott Chapman called for nominations for the ATAC Chairperson for the 2018-2019 year. Scott McElfresh nominated Scott Chapman and there were no further nominations. A vote was called for and Scott Chapman was unanimously voted in as the Chairperson.

**Meeting Dates and Times- Scott Chapman**

The ATAC Committee agreed upon keeping the current schedule, time and location for the monthly meetings. The committee will meet on the 3rd Tuesday of each month at 3:45pm in French 300A. Kim Redford will reserve the space. If there is a conflict for the 3rd Tuesday then the meetings will occur on the 4th Tuesday of the same month. The remaining meeting dates for the 2018-2019 academic year are as follows: October 23, 2018, November 20, 2018, January 22, 2019, February 19, 2019, March 19, 2019 and April 16.

**IT Update- Kim Redford**

ETF funds, which are managed by Kim Redford (IT) and Kim Wingo (AA), have been allocated for this cycle. IT uses these funds to replace/refresh technology in full time faculty/staff offices, labs, and classrooms. This cycle Dell 9020 computers that were ordered in 2014 will be replaced. There are roughly 250 9020’s on campus. Approximately half of them are were ordered in 2014.

ITS continues to preform HDMI conversions in classrooms across campus. This cycle classrooms in Hiner, SLHLS (315 W. 3rd) and Wygal will be updated.

Other relevant IT projects discussed were Banner 9 and multifactor authentication. Banner 9 will go live campus-wide in November. This will only impact those who currently use Banner INB. Multifactor authentication requires more than one method of authentication to verify a user's identity for system access. Communications with details will be sent in the coming weeks. Users of the Virtual Private Network (VPN) will be the first to use multifactor authentication.

**Scantron Update – Kim Redford**

Kim Redford learned from Scantron that there is a software option available that would

allow for some desired changes in Scantron functionality. The software costs $1800.00 with a $150.00 yearly maintenance contract. Kim shared that Scantron has offered to do a demo of the software for the committee if desired. There is also a newer, faster scanner available. The cost for the new scanner is $5000.00 with a $575.00 yearly maintenance contract. Kim reminded the committee that Mark Kendrick, Associate Vice President of ITS, has asked that responsibility for Scantron/grading services be moved outside of ITS. Susan Hines, Registrar, has stated that ITS should not be conducting student grading.

**Single Sign On/ Banner - Kim Redford**

Andrew Ribiero, the Director of Computer Engineering Services, will be invited to the October meeting to discuss single sign on functionality.

**DEC/Instructional Technology Update - Julie Mersiowsky (via Kim Redford)**

Kim Redford reported on behalf of Julie Mersiowsky.

There was a request that DEC training be recorded. Julie reports that the DEC already records most workshops. Julie encourages faculty to review their blog for resources and recordings of prior training sessions.

The DEC conducted a survey of faculty at the beginning of the semester. The number of responses tripled from last year. In reply to feedback from the survey, the DEC is doing the following:

* 1. Offering professional development in multiple formats (will still record those held face-to-face for later viewing).
	2. Offering professional development on topics recommended and those voted upon by the respondents.
	3. Beginning a monthly email with updates and reminders from the DEC. (first one sent out on 9/4/18)
	4. Developing a DEC Focus Group of faculty members that have volunteered. The focus group will:
		1. Recommend topics for professional development
		2. Recommend modes and locations of professional development
		3. Assist with pilots & RFPs
		4. Provide input on the mission/vision and activities of the DEC
		5. Consist of 10-12 faculty members from multiple departments
		6. Meet twice each semester

**DEC/ Faculty Communication regarding available resources - Brandon Jackson**

Brandon Jackson stated that he and others would like more communications from the DEC. He highlighted that there is an apparent disconnect from the resources the DEC provides and the faculty’s knowledge of them. He would like to see a general listing, perhaps in a blog.

Scott Chapman adjourned the meeting at 4:42pm.