Re: Academic Technology Advisory Committee final report (2021–2022)
May 3rd, 2022

Committee Members

Jonathan White (co-chair)	Laura Poe
Samantha Ellington (co-chair)	Pamela Randall
Scott Chapman	Kim Redford
Jeffery Ledford	Sarah Reynolds
Brooke Mathna	Lindsey Stokes
Elizabeth Parker	

Functions of the Committee

The Academic Technology Advisory Committee (ATAC) is an advisory committee on technology-related issues that impact the institution, such as exploring major shifts in technology, assessing and suggesting revisions to the technology vision of the institution, assisting in proposing and crafting policy and procedures about academic uses of technology, facilitating open communication among faculty, staff, and students about technology, providing a strategic plan of support for instructional technology, and suggesting standards for the acquisition of campus technology that support teaching and learning.

Summary of 2021–2022 Meetings and Accomplishments

The faculty co-chair for the academic year was selected at the opening meeting in September. We then scheduled monthly meetings for the remainder of the year, except for December.

Each meeting featured updates from the Digital Education Collaborative (DEC) and Information Technology Services (ITS), led by Samantha Ellington and Kim Redford, respectively. In addition to discussing these updates and disseminating them to members' respective programs, the committee discussed various other items:

- The committee discussed different options for utilizing **electronic portfolios** for both student and faculty use. Members agreed that for faculty promotion and tenure, the Canvas-shell-system is currently the most widely-used and is a good fit for the institution. Some departments are still using physical binders. Currently, students are using diverse options such as Google Sites and Longwood Blogs. In addition, Folio software has been enabled in Canvas, and the DEC is ready to support faculty and students in their use of Folio. These resources are free to faculty, staff and students and students can take their work with them upon graduation.

- **VEO recording software** was discussed, and guest Dean Boyle from the DEC provided an overview of its features to members. VEO helps teachers improve practice and learn through self-reflection and online collaboration, and is FERPA compliant. It is most widely used by students in Teacher Prep and by the Counseling department.

- Members discussed the planned roll-out of **Canvas New Quizzes** and **Respondus Lock-down Browser**. A small group of faculty had already piloted the new software, and the DEC offered Sneak Peek sessions in the fall. In December–January, it was decided by the institution and the DEC that implementation of New Quizzes would be postponed. Respondus will be implemented in summer 2022 as planned.

- Clarification was obtained about timelines for classroom technology updates, and feedback from members' programs was obtained regarding **current classroom technology needs**. This information was shared with ITS.

- Concerns about the implementation of **dual-factor authentication** were discussed, and much clarity was afforded by ITS. This information was disseminated by members to their respective programs.

- Questions and concerns from members' programs regarding planned changes to the **phone system** were discussed. A few departments voiced concerns about potential replacements being utilized on personal devices and if auxiliary equipment like headsets and microphones would be supplied. Several members relayed that their departments liked the current phone system but are open to exploring new technologies. These concerns were communicated to ITS and the administration.

- The committee was tasked with examining department's usage of **qualitative**, **quantitative**, and **surveying software** and if there are different solutions that departments currently need. Many departments use Qualtrics, SPSS, NVivo, and MAXQDA, but there is no "standard" across campus. The institution has purchased licenses for MAXQDA, and questions about this software were clarified by the DEC and ITS. At the final meeting of the year, members shared their specific needs for software solutions and these were summarized in a brief report that was sent directly to Academic Affairs.

- Members discussed and notified their respective programs about various **workshops** and **informational meetings** promoted by the DEC and ITS, including Panopto and Canvas Gradebook, and promoting the information series Quality Matter Mondays.