

## **Committee Members**

Jeff Ledford (chair)  
Kim Redford (co-chair)  
Cory Call  
Darrell Carpenter  
Scott Chapman  
Krystle Forlines  
Julie Mersiowsky  
Samantha Ellington  
Shannon Salley  
Janet Smith  
Denis Trubitsyn  
Jonathan White

## **Function of Committee**

According to page 306 of FPPM, the Academic Technology Advisory Committee's purpose is as follows:

*1. Purpose and Duties: The responsibility of this committee is to serve as an advisory committee on technology issues that impact the institution: a. explore major shifts in technology; b. continuously assess and suggest revisions to the technology vision of the institution; c. assist in proposing and crafting policy and procedures about academic uses of technology; d. facilitate open communication among faculty, staff and students about academic uses of technology; e. provide strategic plan support for academic use of instructional technology; f. suggest standards for the acquisition of campus technology that support teaching and learning.*

## **Meetings and Accomplishments**

Chair was elected at our initial meeting in September, we then set our schedule for monthly meetings (except December) via Zoom. Each meeting featured updates from the DEC and ITS. In addition to these we discussed several topics throughout the course of our meetings. Below are some highlights:

- Discussed open source software options for different departments. Asked for a list of software being used by the university. A list of software managed by ITS and DEC is included.
- Reviewed and discussed proposed change to FPPM concerning online/hybrid courses and the course review process.
- Discussed feedback from Senate meeting about the proposal.
- Several of our discussions centered on Canvas functionality.
- There were also several discussions on Zoom functionality.

- Discussed the use of wireless technology in the classroom.
- Discussed the use of electronic portfolios for faculty.
- Discussed the single sign-on for Longwood applications such as Canvas and myLongwood.
- Discussed various classroom technologies, such as display monitors, document cameras, and polling software.
- Discussed the cost effectiveness of various software such as TalkAbroad and SPSS.
- Discussed open source options for homework management software such as WebAssign to lower the cost for students.
- Suggested better publicity regarding available classroom technology.
- Suggested changes to Degree Works to make it easier to advise students and spot schedule conflicts.
- Discussed the course withdrawal process for faculty getting information to the registrar.

### **Summary**

Our committee met several times throughout the Fall and Spring and had productive conversations on numerous topics, especially the use of Canvas and Zoom for our blended classes. Most of our discussion items came from members' departments. Additionally, we reviewed and approved a change to the FPPM.

Information Technology Services (ITS) and the Digital Education Collaborative (DEC) manage a number of software licenses that are available to all faculty and staff. A comprehensive list of that software is found below.

There are many additional software packages installed on office, classroom, and lab computers that are purchased and managed at the departmental level and are usually only for the number of seats needed in the department. A comprehensive list of all software installed across campus would include hundreds of entries, take an excessive amount of time and overhead to create, and would be out-of-date immediately due to need and constant changes in staffing.

**Site licenses** (for install on any University-owned computer)

- Microsoft Windows Operating System (ITS)
- Microsoft Office Professional (ITS)
- Adobe Acrobat DC (ITS)
- McAfee Antivirus (ITS)
- Panopto (DEC)
- Poll Everywhere (DEC)
- Honorlock (DEC)
- Respondus 4.0 (DEC)
- Zoom (DEC)
- VEO (DEC)
- Canvas (Web-Based) (DEC)
- WordPress (Web-Based) (DEC)
- TurnItIn (Web-Based) (DEC)

**Limited Site Licenses** (for install on University owned computers – limited number of licenses but enough to cover current need and growth)

- Adobe Creative Cloud (ITS)

**Licenses for Teaching and Learning** (for instruction only – installs allowed on University-owned faculty office computers, classroom instructor's stations, and teaching labs — limited number of licenses but enough to cover current need and growth)

- SPSS Standard (ITS)