

Academic Technology Advisory Committee Meeting Minutes

Tuesday, November 19, 2024

Committee Members: Bold in Attendance:

Stephanie Buchert	Jamie Krogh	Pubali Mukherjee	Kim Redford Ex-officio
Scott Chapman	Ashlie Leslie – Ex-Officio	Sanish Rai – Chair	Laura Sanchez
Steven Hoehner	Bjoern Ludwar	Pam Randall	Sam Hillman – Student Representative

The meeting was held virtually via Zoom. Dr. Rai called the meeting to order at 1 PM.

- Student Representative
 - Student Sam Hillman joined Kim Redford for the meeting.
- Kim Redford shared with the group that John Hogge was unable to join to discuss classroom technology as planned due to illness in the family. He will attend the first meeting of the new semester in January.
- Dr. Stephanie Buchert asked who faculty should contact with questions/issues regarding Respondus Lockdown Browser. Ashley Leslie responded that the DEC is responsible for support of Respondus. She shared that their office is currently down 1.5 positions; resulting in periods of time with no coverage. Loaner machines with Respondus were discussed. Windows machines in the Library student loaner pool in do have the software; Macs do not.
- Kim Redford reported that she and the ITS networking team have been working with faculty (specifically Dr. Ludwar, Dr. Rai, and Dr. Brandon Jackson) regarding wireless network connectivity in classrooms. A network technician has checked the technology in the classrooms reported to be locations where exams will be given via wireless and will be available during exam times if problems should arise.
- Dr. Ludwar posed a question regarding AI use at Longwood and potential benefits of a paid subscription to an AI service. Ashley Leslie shared that she is serving on the AI task force. Cost of a paid subscription is certainly a topic of discussion. She reported that a survey regarding AI will be sent to all faculty in January. The hope is to provide best practices, resources, and training in the Spring.

The meeting was dismissed at approximately 1:35 PM.