| ITC Meeting Agenda- Draft |
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| Location: OM 304 |  |
| Date: 2/8/18 |  |
| Time: 9:00-10:30 |  |

# Agenda details:

## Present: Sharon Young, Bill Joel, John DeRosa, Chuck Rocca, Richard Montague, Rebecca Woodward, Aura Lippincott

Guests: Elisabeth Morel and Colleen Cox

Secretary: Aura Lippincott

## Reading and approval of minutes.

October: Motion to approve with corrections: Aura Lippincott; second: Rebecca Woodward

November: Motion to approve with corrections: Chuck Rocca: second: Aura Lippincott

December 2017: Motion to approve with corrections: Chuck Rocca; second: John DeRosa

Motion to approve: All in favor (Abstained: Bill J)

## Elisabeth Morel (Strategic Plan Implementation Committee) – Discuss the technology and training sections of the Strategic Plan and Comprehensive Goals Assignments and Progress (Goal 2: 2.1.3 and reviewing other goals that may apply to the committee

*2.1.3. Develop and implement a plan to ensure classroom and faculty technology replacement and expansion support a 21st century institution*

Dependent on budget

Catching up to get to a 6-year replacement. Desktops are good for 7-8 years; laptops 5-6 years

Classrooms and labs: next round (spring /summer) Computer labs (Midtown and Westside) Student Tech Training center, 3 24-hour labs. All 2011 machines.

MIS security lab (WS128) - this summer

Smartboard PCs – about 25 of these.

Learning commons, writing center, math clinic spruce up

Full time and part time machines

Ordering 20 projectors. Should be able to get to many of the older projects.

Elisabeth M can report back to the implementation committee that moving ahead on addressing this goal.

2020 budget through fall, then not sure about budget after those funds are done

About 2300 computers that support on campus.

Deferring Westside 212 because of space/furniture situation (16k to replace the furniture). Want to move this to a lager room in the future.

3.4.2 WC Online appointment scheduling. There are different schedulers in use around campus. Richard C created one for the training lab. Need to go back to Kelly C and Elise B and see if WC Online is working for their needs. Question about whether this is different than Faculty Office hours. Could the same scheduling software work for faculty office hours? Desire to move to one scheduling system for students to book appointments

Action item: John D will talk to Kelly and Elise. If it seems promising, then we'll invite them to an ITC meeting for a demo and discussion.

## Reports from ITI Department

1. John DeRosa report

Banner – going to Banner 9 this year (by December 31). Support for 8. is ceasing. System is telling us we have to do this as well. Will be challenging to get this done. Will need training customized for our needs – from Ellucian. Banner project group will have representatives from each school. Kick off meeting for this phase needs to be scheduled. IT will contact deans of the school for representatives

Website – Updates are continuing

Video in WordPress. WordPress can't play Kaltura with an embedded player. Instead use a thumbnail and link that to Mediaspace. YouTube and Vimeo embed rights into media.

1. Rebecca Woodward report

Move to the new Blackboard theme went well. Much better for mobile experience.

Ultra looking at Summer 2019

Classrooms – when we install lampless projectors in putting integrated audio and HDMI connections at the wall for laptops, this requires new wiring.

Rebecca will check Westside 518 on the schedule

Ally will be in place in the Summer. Runs a check of accessibility and gives a report.

## Unfinished Business

## New Business

1. Committee membership and bylaws
2. One Drive – Bill J
   1. Fully functional for students. Questions about whether can use locally on school's computers. Issue is Windows 10, where the local OneDrive folder is integrated. Windows 10 will go into student labs as they are upgraded. John D suggested that we need training on OneDrive/Office 365. Need to look at the software, hardware and classroom use/homework use. Windows 10 differences. Rebecca suggested that we need some testing. Suggest a pilot group to do testing of various use cases/scenarios. Windows 10 deployment strategy and schedule – only new machines or all machines? One option for a pilot is the MIS security lab. Bill J suggested that we need custom training for an educational institution.

Issue with OneDrive in the classroom/teaching use. Will get infrastructure involved to figure out how to address this issue in the classrooms.

Action item: ITI will give students instructions about how to download OneDrive to personal computers. Bill J suggested creating a short video and encouraging faculty to show the video in class. Make sure it is captioned.

Action item: work with Bill, Richard, Mark, and a non-technical class to test and determine workflow. Visit a class, interview faculty and observe the class. Big issue is saving work, and lack of awareness about OneDrive existence; learning curve; local folder setup for OneDrive.

Discussed communication planning. Need to overcommunicate and need help from Faculty to get the word out. Email only is insufficient. Need video, paper flyers, etc.

* 1. Blackboard and Banner (Colleen C) – can we add student pictures? Concern about students being able to opt out of this. Different systems.
  2. Exam proctoring software (Colleen C - Looking at Exam soft which students pay into. Locks browser and great analytics. Exam soft supports test-taking skills (cross out answers, etc). Cost to students is 60$ per year. Can buy camera tracking for home testing. Rebecca W: Will look into a site license.
  3. Voicethread site license (Colleen). Explore getting a site license for this software as well?

Students pay an extra tech fee for online courses. Could this money pay for these technologies?

## Adjournment

10:28