

Academic Information Technology Committee (AITC)

Monday, September 9, 2019 at 3:30 pm

Chavis University Center 208

Approved Minutes

Members of AITC

Joe West, (Chair), Senator	Kevin Pait, Interim CIO
Ottis Murray, (Secretary), Senator	Terry Locklear, Instructional Designer
Larry Arnold (ARTS, 2020)	Debbie Bullard, Rep. ARC
Lisa Mitchell (EDUC, 2020)	Dennis Swanson, Dean of Mary Livermore Library
Jaime Martinez (LETT, 2021)	Des Woods, SGA Senator
Roland Stout (NSM, 2021)	Ray Buehne, Director of Enterprise Applications
Mohammad Rahman (SBS, 2020)	
Ki Byung Chae (CHS, 2021), Interim Director of Online Learning	

Members Present

Joe West (Chair), Ottis Murray (Secretary), Senators: Roland Stout, Jamie Martinez, Lisa Mitchell, Larry Arnold, Mohammad Rahman, Ki Chae; Dennis Swanson, Dean of Library; Terry Locklear, Instructional Designer; Kevin Pait, Interim CIO; Ray Buehne, Director of Enterprise Applications; Des Woods, SGA Senator.

Members Absent

None

Visitors

Don Bryant

Order of Business

- A. Roll Call: The meeting was called to order at 3:30 pm.
- B. Approval of Minutes: The Minutes were approved with minor corrections.
- C. Adoption of Agenda: The Agenda was approved as disseminated
- D. Reports
 - 1) AITC Chair – Joe West
 - a) Listservs
 - FOIA law – paper requests for information
 - What do other universities do? (Kevin will research)
 - b) UNCP Usernames
 - HelpDesk request to make request for Username Changes
 - Preferred names; waiting for the official policy to release
 - c) WEPA printing
 - SGA resolution as a concern for students - \$10 allocated per term
 - Increased funding request in the office of the Chief of Staff
 - d) AITC role in URL filtering - Academic Freedom
 - Cisco filtering proxy
 - (1) Example of know threats: Russia, Syria, Iran and North Korea

- Academic freedom is a top priority, but security is the key.
 - Administrative rights – request via DoIt
 - Questions: security@uncp.edu
- e) Software funding
- AITC is not included in the current process
- f) AITC role in hardware/design decisions for classroom uplifts
- No clear, formalized AITC role
 - Some general (departmental) requests and conversations used in decisions
- g) Faculty training on information technology software/hardware
- Availability is not issue – attendance a problem
 - (1) Individual assessment of need/use
 - (2) Perhaps engagement with department chairs to schedule faculty presentations
 - (3) Engage the Teaching & Learning Center
 - (4) Identify early adopters to assist in rollout of new products
 - (a) Example: Terry Locklear's work with Canvas
- h) Faculty and student survey of academic information technology
- 2) AVC for Technology, Resources & Chief Information Officer – Kevin Pait
- a) Instruction space (5) years refresh cycle – 60 of 200 classrooms updated
- Access/time to classrooms for upgrades; significant issue
- b) Spectrum services contract ending in December – no cable
- c) Emergency text messaging fixed (new employees did not receive messages due to technical issues)
- d) Don Bryant:
- Overarching commitment to academic freedom with security being an essential element
 - Collaboration via WebEx, Google Suite, Office 365
 - Geo-blocking (process of limiting user access to the internet based on their physical location)
 - (1) Issue confined mostly to students (e.g., abroad studies, military) – easily remedied via DoIt notification/request prior to travel
 - VPN username problematic overseas; faculty and staff need to notify DoIt prior to overseas travel
 - Trend toward multifactor verification (duo-factor identification for security)
- 3) Director of Online Learning – Ki Chae
- a) Green Screen available – demo per request
- b) Canvas as example of rolling out new products to faculty
- c) Discussion of need for proctoring (online instruction)
- Terry Locklear researching practices
 - Needs survey in Fall semester
- 4) Dean of Library Services – Dennis Swanson
- a) Information ref. linking library via Canvas (due in October)

- Leganto connection to Canvas
 - (1) Projected availability in Spring Semester
 - (a) Linkage for ebooks
 - (b) Includes data for faculty
 - (i) Track student use of reading materials and can track use of search engine used
- Discussion of Open Source textbooks
 - (1) \$100,000 in grant money was available; lost (lack of interest?)
 - (2) Number of students purchased books for courses where ebooks were available via library
- No timeline given; but overdue fees will be collected (faculty and staff) via payroll as necessary

E. Unfinished Business - None

F. New Business - None

G. For the Good of the Order

- a. Grammarly plugin for browsers – Don Bryant warn about use as the plugin allows access to Username and passwords.

H. Announcement

- a. Look for announcement about an open house for the Education Resource Library

I. Adjournment – 5:02 pm

Appendix B

AITC Charter From 2019 - 2020 UNCP Faculty Handbook

Section 4. Academic Information Technology Committee

- A. The Academic Information Technology Committee is a standing committee of the Faculty Senate. The committee represents Faculty interests in all matters relating to Information Technology and acts as the service owner for technology services and Information Technology Policy where the primary focus is on pedagogy, faculty research, and service. The committee will make recommendations to the Faculty Senate regarding the implementation, governance, or changes to these technology services. The Committee will recommend and engage in faculty centered activities to adopt key academic technologies. The Committee will also advise the CIO and the Senate on new technology initiatives and will evaluate and make recommendations concerning academic computing and information policies, standards, and procedures proposed or implemented by DoIT.
- B. The Academic Information Technology Committee will consist of fourteen voting members:
 - 1. Two Senators, one of whom will serve as chair as appointed by the Senate chair,
 - 2. Six additional faculty members, one from each division,
 - 3. The Chief Information Officer,
 - 4. An Instructional Designer,
 - 5. The Director of Online Learning
 - 6. A Representative of the Library, as appointed by the Dean of Library Services
 - 7. A Representative of the Accessibility Resource Center,
 - 8. One SGA Senator, as appointed by the SGA President.