The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Agenda - Monday, September 09, 2019 at 3:30 p.m.
Chavis University Center 208

Members of the AITC:
Joe West (Chair), Senator; Ottis Murray (Secretary), Senator; Larry Arnold (ARTS, 2020); Lisa Mitchell (EDUC, 2020); Jaime Martinez (LETT, 2021); Roland Stout (NSM, 2021); Mohammad Rahman (SBS, 2020); Ki Byung Chae (Interim Distance Education DirectorCHS, 2021) Kevin Pait, Interim CIO; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the Accessibility Resource Center; Dennis Swanson (Library Dean), Representative of the Library; Des Woods, SGA Senator

Order of Business

A. **Roll Call**
B. **Approval of Minutes (**[Appendix A](#)**)**
C. **Adoption of Agenda**
D. **Reports**
    1. *AITC Chair*—Joe West
       a. Listserves: There is a question about whether or not listservs need to be open for all subscribers due to FOIA laws. What do other universities in the UNC system do WRT listservs?
       b. Changing UNCP usernames; how can faculty, staff, and students easily change their login usernames? This tends to be a problem when usernames have incorrect married/unmarried names.
       c. WEPA printing, GSA to suggest requiring online/electronic paper submissions, increasing funding,
       d. What role should AITC play in URL filtering? Academic Freedom?
       e. How is software funded? How is software brought before AITC (request to Chair to be on the agenda)
       f. AITC role in hardware/design decisions for future classroom uplifts.
          1. How was Idea paint whiteboard use in classrooms decided? Tested? Was faculty involved?
       g. Faculty training on academic information technology software / hardware.
    2. *Interim AVC for Technology, Resources and Chief Information Officer*—Kevin Pait
    3. *Director of Distance Education*— Ki Byung Chae
    4. *Library Report*—Dennis Swanson
E. **Unfinished Business**
F. **New Business**
G. **For the Good of the Order**
H. **DoIT Technology Report for AITC**
I. **Announcements**
J. **Adjournment**

Appendix A—Unapproved Minutes Draft of April 08, 2019

<div align="center">

The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Minutes - Monday, April 08, 2019 at 3:30 p.m.
Chavis University Center 208

PLACEHOLDER ONLY, WAITING ON MEETING MINUTES FROM APRIL 08, 2019

</div>

Members of the AITC Present:
Aaron Vandermeer (Chair), Senator; Conner Sandefur, Senator; Larry Arnold (ARTS, 2020); Lisa Mitchell (EDUC, 2020); Jesse Rouse (NSM, 2019); Kevin Pait, Interim CIO; Joy Fuqua, Director of Online Learning; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the Accessibility Resource Center; Dennis Swanson, Representative of the Library; and Tremain Ingram, SGA Senator

Members absent:
Walter Lewallen (LETT, 2019) and Mohammad Rahman (SBS, 2020)

Visitors in attendance
Ray Buehne, DoIT and Tabitha O. Locklear, DoIT

A. Roll Call
B. Approval of Minutes
C. Adoption of Agenda
D. Reports
    1. AITC Chair—Aaron Vandermeer
        a. BraveAssist scholarship portal has gone live
            i. Would like to see a better (online) system for declaration of majors (which impacts scholarships)
        b. Make governing documents gender neutral
            i. Would like to see preferred name in Canvas
    2. Interim AVC for Technology, Resources and Chief Information Officer—Kevin Pait
        a. Campus Computing Initiative (CCI) email went out 11 March
            i. Taking justifications through 22nd, roll out beginning in May
        b. UNCP will be featured at Cisco Live conference in June 2019
        c. Google users off-boarding (and O365)
            i. Working on a strategy to set up a responsible policy
        d. Working on planning for Business building
        e. Dennis Swanson asked, based on recent round of fishing and SPAM, about DoIT branded emails for internal communication to make help make it clear that emails are not SPAM
            i. Suggestion of making emails visible in addition name in headers
        f. Jesse Rouse asked about any updates regarding West Hall
            i. April 2020
    3. Director of Online Learning—Joy Fuqua
        a. Course Evaluation systems
            i. Beginning to narrow down list of options

          ii. Terry Locklear shared that we do have a campus-wide license of Course-Eval
- b. Terry Locklear noted that Chairs training would be added as a module in current Faculty Canvas Training course for Chair training/information
4. Library Report—Dennis Swanson
    - a. Implementing new library system (Ex-Libris), with April 7th test version
        - i. Faculty training at the end of the semester
        - ii. Full switch to new system on June 2nd
    - b. Positive feedback on Kanopy
    - c. Conversations about Elsevier are happening within the system and there is a possibility that it may be dropped
        - i. Will be meeting with STEM chairs about any issues
        - ii. Reason for drop-Publishing fees on top of subscriptions
        - iii. Terry Locklear asked about timeline for notification if there is a decision to drop Elsevier? (9-12 months)

E. Unfinished Business
1. Report: Online Student Evaluation of Instruction (Rahman*, Terry Locklear, Tabitha Locklear)
    - a. CourseEval is now in Canvas
2. Report: Faculty Training Program for Online Instruction (Mitchell*, Fuqua, Terry Locklear, Hicks)
    - a. Subcommittee Report reviewed
    - b. Looking at modified QM
    - c. Academic Affairs supports the initiative
    - d. Take to May Senate meeting
    - e. Tremain Ingram suggested that the certification could be shown in Braveweb so that students registering would know who had completed the certification.
    - f. Joy Fuqua noted that faculty training for QM is available online
    - g. Aaron Vandermeer suggested that we need to have an idea of what the training will look (time, learning objectives, etc) to take to senate
3. Report: Online Portfolio for Faculty [Major] Evaluation (Vandermeer*, Arnold, Buehne)
    - a. Digital Measures training from company for the subcommittee to familiarize themselves
    - b. Subcommittee will also look at G-Suite and OneDrive
    - c. Aaron Vandermeer has also been contacted by InterFolio
    - d. AA would be willing to manage permissions of technologies (whether web or shared drive)
    - e. Subcommittee will bring more in April.

F. New Business
1. LTI Requests
    - a. Grammarly
    - b. DoIT Recommends against due to false-positives
    - c. The committee voted against adopting the Grammarly LTI for Canvas
        - i. **Proposal Fails (0-11-0)**
2. Nearpod: Click here for supporting documentation
    - a. No funding source specified.

     b. Please note that AITC approval does not suggest a recommendation for purchase of the software, only that the LTI seems acceptable for use in our Canvas environment.

     c. Vote was tabled to allow ARC to review.

         i. Proposal Tabled until April meeting: (11-0-0)

G. For the Good of the Order

1. Adaptive Design in Canvas
   a. Mastery tests, contracting, and specification grading were discussed as possibilities in Canvas

H. DoIT Technology Report for AITC

I. Announcements

J. Adjournment

1. The meeting adjourned at 4:32.