

**The University of North Carolina at Pembroke**  
**Academic Information Technology Committee (AITC)**  
**Agenda - Monday, March 16, 2020 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); Mo-hammad Rahman (SBS, 2020); Ki Byung Chae (CHS, 2021) Katina Blue CIO; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the Accessibility Resource Center; Dennis Swanson (Library Dean), Representative of the Library; Miko Nino (Director of the Office of Online Learning); 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. Courseval contract renewal. Should we consider replacing Courseval with other-course / professor evaluation software? Here are some requirements:

- Configurable summation reports (to match what we currently have on paper)
- Administrator access (chairs, deans, provost) with permissions per department/college hierarchy
- Access for all faculty members to their own evaluations, with ability to control date of access (must be after final grades are submitted)
- Downloadable PDFs for faculty members and administrators
- Our evaluation procedure could be greatly simplified by faculty members being able to access their own student evaluations after final grades are in. In my last conversation with the Provost on this topic, he supported the idea that our faculty members get their student evals as soon as possible (especially for those evaluated in the fall — they should be able to get them over winter break).

b. Helpdesk (Heat) ticket issues:

1. DoIT closing helpdesk tickets before the initiator indicates that the ticket can be closed
2. DoIT not providing feedback on what specifically was completed to close a ticket.

c. Should DoIT disable automatic passwords for online recordings in WebEx Teams / WebEx Meetings? The Faculty Senate Executive Committee suggests that passwords should be disabled only for professors who request they be removed, and with an indication in writing that professors acknowledge the risk associated with removing passwords from video and audio recordings.

2. *AVC for Technology, Resources and Chief Information Officer*—Katina Blue

a. TBD

3. *Director of the Office of Online Learning*— Miko Nino

a. TBD

4. *Library Report*—Dennis Swanson

a. TBD

**E. Unfinished Business**

b. Student Computing Initiative update – Lisa

**F. New Business**

a) DoIT is recommending that the “Teachers can access” date in Canvas be extended two weeks past the end of the term date. Currently courses cannot be modified past the end of term date. DoIT frequently receives calls from faculty to modify their course after the term end date for various reasons such as incomplete grading, grading mistakes, and requests to add another instructor to a course. The Universities current process inside Canvas for courses is as follows:

- a. Term dates are set based on information collected from Banner.
- b. Teachers can access from the time the course is created until the end of the term.
- c. Students can access based on the term start date and end date (Unless modified by Teacher within settings)
- d. DoIT suggests that we extend the time that Teachers can access the course by two weeks after the term end date.

**G. For the Good of the Order**

**H. DoIT Technology Report for AITC**

**I. Announcements**

**J. Adjournment**

## Appendix A Meeting Minutes

Academic Information Technology Committee (AITC)  
Monday, February 10, 2020 at 3:30pm  
Chavis University Center 208

### Members of AITC

Joe West, (Chair)

Ottis Murray, (Secretary)  
resources/CIO

Senators:

- Larry Arnold (ARTS, 2020)  
Online Learning
- Lisa Mitchell (EDUC, 2020)
- Roland Stout (NSM, 2021)
- Mohammad Rahman (SBS, 2020)
- Des Woods, SGA Senator

Jaime Martinez (LETT, 2021)

Katina Blue, Assoc. VC of Information Re-

Terry Locklear, Instructional Designer

Ki Byung Chae (CHS, 2021), Interim Dir. of

Debbie Bullard, Rep. of Accessibility Resource

Dennis Swanson, Dean of Mary Livermore Li-  
brary

Members Present: Joe West, Ottis Murray, Katina Blue, Jaime Martinez, Roland Stout, Mohammad Rahman, Ki Byung Chae, Terry Locklear, Debbie Bullard, Dennis Swanson

Members Absent: Larry Arnold, Lisa Mitchell, Des Woods

Visitors: Ray Buehne, Tabitha O. Locklear, Miko Nino

A. Roll Call: The meeting was called to order at 3:30 pm.

B. Approval of Minutes: The Minutes were approved.

C. Adoption of Agenda: The Agenda was approved.

D. Reports

a. AITC Chair – Joe West

- Mandatory connected classroom demonstration.
  - (1) Ideas and discussion: Brave Kickoff 2020 have special interest/targeted breakout sessions (e.g., WebEx teams, library collaborative technologies [*Leganto*], Canvas Office Hours, other specialized utilities/add-ons).
- Local admin. rights.
  - (1) Katina volunteered to address as an ‘action item’.
- Standard classroom computers, only one port.
  - (1) Katina volunteered to address as an ‘action item’.
  - (2) Site listing technology

b) AVC for Information Resources/CIO – Katina Blue

- Onboard for approx. two months; presented approach and thoughts.
  - (1) Technology survey (meet needs of faculty; has learned faculty BTYOD (bring their own device) and it is unacceptable. Reexamine refresh policy to ensure classroom/faculty needs are addressed.
  - (2) Views Dolt as “service brokers” (e.g., Lisa Cummings helps build better partnerships with departments/colleges via targeted, dedicated resources)

- (3) Discussion/suggestions: wall-socket USBs.
- c) Director of Online Learning – Miko Nino
  - (1) Defined scope of services
  - (2) Close partnership with IT
  - (3) Look for more information and updates to help address online learning needs and support for faculty
- d) Dean of Library Services – Dennis Swanson
  - (1) Gave example of IT's presence in the library (IT HelpDesk)
  - (2) New subscriptions: Wall Street Journal, New York Times & The Chronical of Higher Education
  - (3) *Leganto* rollout ("*Leganto* is a powerful tool which connects the library system to the classroom and the university's Learning Management System, *Canvas*.")
  - (4) Unified library system proposal/grant will achieve economies of scale and 'level the playing field' for information access
  - (5) Purchased two book scanners; students can scan papers directly to laptop
- E. Unfinished Business
  - a. Course and Level (scheduling).
    - i. Lisa's report via Joe: Registrar's Office does not use classroom attributes for course assignment. Registrar will be invited to attend next meeting. Discipline specific technology needs are critical in terms of identification and deployment
  - b. Student Computing Initiative.
    - i. Testing machine(s) purchased.
  - c. Academic (Classroom & Teaching) Technology.
    - i. Discussion; Katina agrees technology needs should spring from the needs/concerns of faculty.
    - ii. No need to "justify" Apple purchase.
    - iii. She reemphasized her "service broker" approach, necessity of collaboration, departmental approval and the cost-effectiveness of proposed technology/action.
    - iv. An IT Governance Committee will be established; AITC will be represented.
- F. New Business: none
- G. For the Good of the Order:
  - a. Move K-drive to the cloud: Katina will address as an 'action item.'
- H. Dolt Technology Report for AITC: latest link will be provided.
- I. Announcement: none
- J. Adjournment: 4.59 pm