The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Agenda - Monday, August 10, 2020 at 3:30 p.m.
https://uncp.webex.com/uncp/j.php?MTID=m3304ad565aab64dfec62f2a9e096480d

Members of the AITC: Susan Edkins (Chair), Senator; Bill Brandon, Senator; Roger Cross (ARTS, 2022); Lisa Mitchell (EDUC, 2022); Jaime Martinez (LETT, 2021); Roland Stout (NSM, 2021); TBA, (SBS, 2022); Ki Byung Chae (CHS, 2021); Katina Blue, CIO; Terry Locklear, Instructional Designer; Miguel Nino, Director of Online Learning; Debbie Bullard, Representative of the Accessibility Resource Center; TBA, (Library Dean), TBA, Representative of the Library; TBA, SGA Senator

Order of Business

A. Roll Call
B. Approval of Minutes (Appendix A)
C. Adoption of Agenda
D. Reports
   1. AITC Chair—Susan Edkins
      a. Election of Secretary
      b. Charge of the Committee
   2. AVC for Technology, Resources and Chief Information Officer—Katina Blue
   3. Director of Online Learning—Miguel Nino
   4. Library Report—TBA
E. Unfinished Business
F. New Business
   1. Discussion of priorities for this year
G. For the Good of the Order
H. DoIT Technology Report for AITC
I. Announcements
J. Adjournment

Meeting Minutes (Draft)

The University of North Carolina at Pembroke

Academic Information Technology Committee (AITC)

Monday, April 13, 2020 at 3:30 p.m.

via UNCP WebEx

Members of AITC

Joe West, (Chair) - Ottis Murray, (Secretary)

*Larry Arnold (ARTS, 2020)	Katina Blue, AVC of Information Resources/CIO
*Lisa Mitchell (EDUC, 2020)	Miguel Nino, Dir. Online Learning Resources/CIO
*Jaime Martinez (LETT, 2021)	Debbie Bullard, Accessibility Resource Center
*Mohammad Rahman (SBS, 2020)	Des Woods, SGA Senator
*Ki Byung Chae (CHS, 2021)	Dennis Swanson, Dean of Mary Livermore Library
*Roland Stout (NSM, 2021)	Terry Locklear, Instructional Designer

Senators*

Members Present: Joe West, Katina Blue, Debbie Bullard, Jaime Martinez, Lisa Mitchell, Dennis Swanson, Roland Stout, Terry Locklear, Miguel Nino, Ki Byung Chae

Members Absent: Ottis Murray, Larry Arnold, Des Woods

Visitors: Ray Buehne, Tabitha O. Locklear, Liz Cummings, Wes Frazier

A. Roll Call – Meeting called to order at 3:30pm

B. Approval of Minutes – Minutes approved.

C. Adoption of Agenda – Agenda approved.

D. Reports

1. AITC Chair – Joe West

   a. No items

2. AVC for Technology, Resources & CIO – Katrina Blue

   a. Continuing to provide technical/logistical support for the university community
      1. uncp.edu/keepworking: provides access to IT resources/instructions for staff and faculty to work while away from campus.
   b. Equipment needs … [Liz] No discussion regarding laptops/docking stations in labs, but conversations via Campus Computing Initiative (CCI) to purchase laptops for faculty rather than desktops.
   c. International Travel & VPN access follow-up
      Now is an excellent time for faculty to provide a heads-up opportunity for DoIT to become more proactive in investigating protocols in other countries concerning IT security, safety and/or restrictions in order to be ready for the time when international travel is possible.
   d. Collective Software Catalog is being developed to provide a searchable, exhaustive list of the university's software.
   e. Canvas Addons [Ray] – LTIs
      1. GoReact – this product allows feedback on videos submitted by students. School of Education seeks approval; no accessibility review as yet. Item for future consideration.
      2. Proctorio – this is an online proctoring product. Because of the urgency of need in terms of proctoring, AITC was not included in the approval process.
      3. LTIs discussion: Canvas administration was unaware faculty were able to approve LTIs without admin approval. This creates possible accessibility issues; proposal to revoke individual LTI approval after completion of this semester.
      4. Canvas and student course incompletes; rather than two-week extension, "incomplete" adds new course shell for Canvas and Registrar codes will automatically extend course time-frame.
   f. IT Governance: ISO2700 & NIST standards are being used to develop a framework for UNCP IT Governance. At this point the committee consists of DoIT staff and the chair of AITC. Additional members will be added as the group is established.
   g. UNCP will undergo an IT Audit in either summer or early Fall.

3. Director of the Office of Online Learning – Miko Nino

   a. ~1,800 courses converted to online and as a result, consultations issues have now decreased.

      b. Office has been providing just-in-time information to respond to pressing needs. The platforms via Canvas and WebEx have been essential to progress.

      c. New phase of focus is toward professional development support and teaching strategies via Teaching & Learning Center (TLC), online teaching certificate and new program development module to increase number and programs online. Another item is to critically examine assessment strategies and provide information/support to help individual efforts to update and/or improve.

      d. Office has and continues to acquire equipment/space for faculty to develop materials, etc.

It was acknowledged there are limitations as to the feasibility and advisably of pressing the idea that all thinks can be done online. There are limitations.

    4. Dean of Library – Dennis Swanson

      No report.

E.   Unfinished Business

- Study Community Initiative still ongoing
- Moving K-drive to cloud: process is involved (e.g., access control, permissions, vendors, access & shares). The desire is to place control in the hand of the data steward and this will take time.
- Update regarding WebEx video password; after much discussion it was collectively decided to leave passwords on for the time being.
- Course Eval contract status – Katrina will follow-up on this.

F. New Business - none

G. For the Good of the Order

- Be sure to complete the Committee Preference Survey.

H. DoIT Technology Report for AITC (need link)

I. Announcements

J. Adjournment – 4:35pm