The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Monday, August 10, 2020 at 3:30 p.m.

Minutes (Approved 9.14.2020)

Members Present: Susan Edkins (Chair), Senator; Roger Cross (ARTS, 2022); Lisa Mitchell (EDUC, 2022); Jaime Martinez (Secretary) (LETT, 2021); Roland Stout (NSM, 2021); 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; June Power, on Behalf of Library Dean; Luke Fleming, SGA Senator

Guests Present: Liz Cummings, Ray Buehne, Scott Hicks

Members Absent: TBA, Senator; TBA, (SBS, 2022); TBA, (Library Representative)

Order of Business

A. Roll Call
B. Approval of Minutes (Appendix A)—approved
C. Adoption of Agenda—approved
D. Reports
    1. AITC Chair—Susan Edkins
        a. Election of Secretary: Jaime Martinez
        b. Charge of the Committee
            i. Standing committee of the Faculty Senate
            ii. Make recommendations regarding technology services for academic purposes; advise CIO and Senate on academic technology initiatives and procedures
    2. AVC for Technology, Resources and Chief Information Officer—Katina Blue
        a. Liz Cummings and Ray Buehne presented report (attached)
        b. Canvas-specific issues
            i. A/B subsections: If those are created in Canvas, connection to Banner course roster will be unclear. We could create in Banner. Or we can use Groups function in Canvas to create less "formal," permanent subsections. Do we imagine this subsection approach being necessary beyond the pandemic? Is this split-section scenario something that will last past the current academic year?
            ii. Should summer session canvas sites be open the entire time, rather than the default dates being limited to one summer session? Something to discuss when we are a bit closer to summer planning.
            iii. LTI Issues: We need to establish a request deadline (or at least publicize a clear timeframe) so faculty understand that requests for Canvas integrations typically take several weeks to investigate and

approve. Should we have a more formalized protocol for approving the requests as a committee? And a clear plan for summer requests? Should our approval process delve more deeply into content of the tools (especially regarding potential overlap?)—right now main discussion is about security and accessibility.

    c. Campus computing initiative to refresh faculty & staff computers is 20% finished. DoIT pre-purchased a selection of machines based on responses to survey on general technology preferences

  3. Director of Online Learning—Miguel Nino

    a. Another Certificate in Online Learning group is working this fall

    b. Evaluating feedback from faculty regarding tools introduced in the summer trainings—tools with the greatest interest are:

      i. Playposit

      ii. Camtasia (Office of Online Learning is hoping to open a video studio that will include Camtasia but this is on hold due to Covid)

      iii. Flipgrid (integration in process?)

    c. As we begin designing certification programs for community members and others not formally enrolled in the university, what products are necessary to deliver content and retain completion data?

  4. Library Report—nothing at this time

E. Unfinished Business

F. New Business

  1. Discussion of priorities for this year

- Online student evaluations—can we make it easier for faculty members to access their results?
- Student Computing Initiative—has gone to cabinet but we need an update
- Recommendations and procedures for LTis
- How do we get more input on new technology people want to incorporate in their classes and classrooms? (And what constitutes classroom technology?)

G. For the Good of the Order

H. DoIT Technology Report for AITC

I. Announcements

  a. Next Meeting on September 14

J. Adjournment

DOIT AITC AGENDA ITEMS for FY 20/21

August 2020

· Classroom Technology Focus Group – Present AITC with classroom technologies that DoIT has identified, the technologies capabilities, and gather AITC (faculty) feedback on adoption.

· Campus Computing Initiative - 20% complete. Plan to resume deployments the week of August 24, 2020

· Video conferencing software options: Cisco WebEx, Zoom, Microsoft Teams

· IT Governance Structure

· Qualtrics licensing now managed by DoIT

· New proctor software

· Training videos available - www.uncp.edu/keepworking

· Research ePortfolio products. Online Learning is looking into ePortfolios and I believe other departments on campus are also looking. I recommend that we combine any ePortfolio research and selection efforts.

· Canvas specific agenda items.

   o Creating A/B subsections in Courses

      § This would break our current automation with dropping and adding students back into the correct A/B section. Not so much dropping but adding would be difficult.

      § Is it worth the development time? Is this only for one more semester or should we consider this longer term?

      § Should these sections be defined in Banner as true A/B sections?

   o Assuming that the Hypothesis LTI is approved, some of the functionality of Hypothesis seems to duplicate functionality in Perusall. Should we select one?

   o Organizationally we want to combine the Summer terms into one big Summer term in Canvas.

   o Can we establish a cutoff date for LTI requests prior to the start of a term?

· Academic Dedicated Liaisons (ADL) have introduced themselves
to their departments and participated in some of their first department meetings. ADL's
will be focused on the following areas to begin with:

   o Participate in departmental meetings once or twice per semester.

   o Periodically inspect lab and classroom technology to capture concerns or issues.

   o Document technology and software specific to your department to aid in providing support.

   o Provide training on new technologies for standardized classroom equipment and office software.

· [WiFi Access in Exterior Campus Locations](#)