

## Appendix A

**The University of North Carolina at Pembroke  
Academic Information Technology Committee (AITC)  
Minutes (Approved) - Monday, February 8, 2021 at 3:30 p.m.**

**Members Present:** Benjamin Killian (Chair), Senator; Mabel Rivera, Senator; Roger Cross (ARTS, 2022); Lisa Mitchell (EDUC, 2022); Jaime Martinez (LETT, 2021); Roland Stout (NSM, 2021); J. Porter Lillis, (SBS, 2022); Katina Blue, CIO; Terry Locklear, Instructional Designer; Miguel Nino, Director of Online Learning; Jessica Collogan, Dean of Library Services; June Power, Representative of the Library

**Members Absent:** Ki Byung Chae (CHS, 2021); Debbie Bullard, Representative of the Accessibility Resource Center; Luke Fleming, SGA Senator

**Guests:** Wes Frazier, DoIT; Ray Buehne, DoIT; Tracy Vargas, Sociology & Criminal Justice; Scott Hicks, TLC

### **Minutes**

- A. Roll Call
- B. Approval of November Minutes 11-0-0
- C. Adoption of Agenda 11-0-0
- D. Reports
  1. AITC Chair—Ben Killian
    - a. Welcome Mabel Rivera, Senator
    - b. LTI Reviews – 2 reviews
      - i. HP5 approved over the break after funding was identified
      - ii. Sage not approved due to accessibility concerns (ARC is continuing to review and this may be addressed again in the future)
  2. AVC for Technology, Resources and Chief Information Officer—Dr. Katina Blue
    - a. DoIT report attached (Appendix A)
    - b. Chairs are encouraged to work with DoIT liaisons for department needs
    - c. DoIT has antivirus software and other security resources for personal devices used for work purposes (tablets, smartphones, etc.)
    - d. DoIT also has laptops available for students, faculty, and staff who still need to borrow them
    - e. BravePortal coming to website (will keep the login areas off the public website)
    - f. Did WEPA printing decline Fall 2020 vs. Fall 2019? And is that a trend that will continue in Fall 2021? Something to look into.
    - g. SafeLinks are still presenting problems for library when it comes to ebooks, videos, and other vendor content.
  3. Director of Online Learning—Dr. Miguel Nino
    - a. New instructional designer, Kristen Purvis

- b. Winter & spring program offerings are based on most common/popular options in the past but departments and individual faculty can request specific topics if there's something you need
  - c. Building two asynchronous (on-demand) faculty trainings on course design and assessment
  - d. ePortfolio Pilot program will soon be underway in concert with TLC and other offices on campus, using the Portfolium software, which is already integrated into Canvas and free to Canvas schools
    - i. departments/programs (or university as a whole) can purchase back-end access for data tracking purposes
    - ii. motion to activate Portfolium in UNCP's Canvas site approved 10-0-0
- 4. Library Report—Jessica Collogen
  - a. Modified hours due to stay-at-home order (library closes at 9 pm to ensure all students and staff can make it home by 10 pm)
  - b. Café has also made changes due to Sodexo staffing limitations
  - c. UNC Course Enhancement Collection: Creative Commons/OER materials built by UNC system faculty for system faculty to use in their courses, starting with the 10 highest-enrollment courses across the system—will be offering weekly webinars focused on different sets of materials; individual campuses are encouraged to create new courses & library's digital repository could provide a place to host this  
<https://sites.google.com/northcarolina.edu/theoerimplementationcollection/home>
- E. Unfinished Business
  - 1. LTI Process – adding layer of faculty notification so that people are better informed of how the process works (after they submit a proposal) and how to learn about other options, and also putting ARC in quicker contact with vendors to request sandbox access
  - 2. New ticketing system will be implemented in April so we will table this topic until that time 10-0-0
- F. New Business
  - 1. Review of LTI – MyOpenMath
    - a. No technical or security concerns
    - b. Some instructor-facing accessibility concerns but none for students
    - c. Approved 10-0-0
- G. For the Good of the Order
- H. Announcements
- I. Adjournment 3:54 pm

## Appendix B

The steps below should be used to streamline Faculty Senate roll call vote procedures. These procedures have been vetted by UNCP GC Kelvin Jacobs.

1. Record, in writing, the names of all committee members present. This initial roll call is necessary so that call-in participants/listeners (if any) know who on the committee is in attendance.
2. Tell committee members that they must announce their departure from the meeting if they leave. The purpose of this step is to let call-ins know that Committee Member XYZ did not join in a vote by acclamation because they are no longer in the meeting.
3. The Senate and Committees / Subcommittees can approve vote by acclamation for all votes if and only if:
  - a) There are no nays on a vote
  - b) There are no abstentions on a vote
4. If there are nays or abstentions, the vote must be recorded by a roll call vote.
5. All motions and seconds must have a name recorded with them. Secretaries for the Senate and all Committees and Subcommittees must record the names associated with all motions and seconds in meeting minutes.