The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Agenda - Monday, February 14, 2022 at 3:30 p.m.

This meeting will be held through WebEx.

Meeting link:
https://uncp.webex.com/uncp/j.php?MTID=me2c3395f05be102ed22e5d2c3c595373

Members of the AITC: Roland Stout (Chair), Senator; Roger Cross (ARTS, 2022); Senator TBA; Lisa Mitchell (EDUC, 2022); J. Porter Lillis, (SBS, 2022); Astrid Oviedo (CHS. 2023); Benjamin Killian (NSM, 2023); Jamie Martinez (LETTERS, 2024); Katina Blue, CIO; Terry Locklear, Instructional Designer; Miguel Nino, Director of Online Learning; Debbie Bullard, Representative of the Accessibility Resource Center; Jessica Collogan, (Library Dean), June Power, Representative of the Library; Leanna Earp, SGA Senator

Order of Business

A. Roll Call
B. Approval of Minutes (Appendix A-1 Regular Nov. 8, 2021 Minutes)
                               (Appendix A-2 Emergency Jan. 20, 2022 Minutes)
C. Adoption of Agenda
D. Reports
    1. AITC Chair—Roland Stout
    2. AVC for Technology, Resources and Chief Information Officer—Dr. Katina Blue
    3. Director of Online Learning—Dr. Miguel Nino
    4. Library Report—Jessica Collogan (Appendix B)
E. Unfinished Business
    1. LTI Tevera (see Appendix C)
    2. LTI YellowDig (see Appendix D)
F. New Business
    1. Dept. of Nursing
    2. Discussion around allowing faculty to add/remove students from their roster in Canvas
    3. Future of the AITC (see Appendix E)

G. For the Good of the Order
H. Announcements
    1. Our meetings will be held through WebEx for the foreseeable future
I. Adjournment

Appendix A-1

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

This meeting will be held through WebEx.
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Meeting link:
https://uncp.webex.com/uncp/j.php?MTID=me2c3395f05be102ed22e5d2c3c595373

Members of the AITC Present

Roland Stout (Chair)
Senator; Gerald Neal
Lisa Mitchell (EDUC, 2022)
J. Porter Lillis, (SBS, 2022)
Benjamin Killian (NSM, 2023)
Jamie Martinez (LETTERS, 2024)
Katina Blue, CIO
Terry Locklear, Instructional Designer
Miguel Nino, Director of Online Learning
Jessica Collogan, (Library Dean), June Power representing
Leanna Earp, SGA Senator

Members of the AITC Absent

Astrid Oviedo (CHS. 2023)
Debbie Bullard, Representative of the Accessibility Resource Center

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Order of Business
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Meeting called to order 3:32

    A. Roll Call
    B. Approval of Minutes (Appendix A)
        Minutes approved by acclamation

    C. Adoption of Agenda
        Agenda approved by acclamation

    D. Reports
        1. AITC Chair—Roland Stout
           No report
        2. AVC for Technology, Resources and Chief Information Officer—Dr. Katina Blue
           Ms Blue reported on
             • Classroom updates
             • Technology updates
             • Helpdesk availability over winter break

- New developments on the UNCP website
  - Single sign on
  - Department and College Websites
- New software requests now routed though the helpdesk
- System-wide security assessment to be done in December

3. Director of Online Learning—Dr. Miguel Nino
   Dr. Nino reported on
   - Camtasia current cohort of users closed
   - Portfolium to be rolled out in Spring 2022
   - Technology enhanced Learning will help with instructional design.

4. Library Report—Jessica Collogan
   A written report from Ms Collogan, Dean of the Library, is attached as appendix 1.

E. Unfinished Business
   1. Discussion of Canvas transition to New Quizzes

F. New Business (from Ray Buehn)
   1. LTI Tevera (see Appendix B)
   2. LTI YellowDig (see Appendix C)
   Both items 1 and 2 were postponed for the next meeting.

G. For the Good of the Order

H. Announcements
   1. Our meetings will be held though WebEx for the foreseeable future

I. Adjournment   4:21 PM

Appendix A-2

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The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Unapproved Minutes
Emergency, called meeting Jan. 20, 2022

This meeting will be held through WebEx.
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The meeting was called to order at 5:02 PM

Members Present
Roland Stout, Lisa Mitchel, Porter Lillis, Astrid Oviedo, Benjamin Killian, Jamie Martinez, Katina Blue, Terry Locklear, Miguel Nino, Debbie Bullard, Leana Earp, June Powers.

Members Absent
Gerald Neal, Roger Cross

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Order of Business
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J. Roll Call
K. Adoption of Agenda
L. New Business
   1.   Katina Blue – Discussion of $2M of classroom technology money that needs to be spent by the end of the month.

   Katina Blue open the discussion by indicating that 2 million dollars have been released to DoIT to finish the technology upgrades to UNCP classrooms. The need for speed is driven by two factors
       1. The need to spend the monies by end of May
       2. Acquisition delays due to current supply chain disruptions
   Her intent was to put the purchase in motion the next morning.

   29 classrooms are involved in 9 buildings. The list was shared but not provided for these minutes. Once the items come, DoIT will work with departments to determine what technologies should be place in which rooms.

   A number of questions were asked.
       1. In the presentation, Tiers were mentioned. What are they? This was well answered based on the information in Appendix A
       2. Could the funds also be used for Cloud-based software. The answer was a soft no. Such purchases need to go through a different path.
       3. Would the technology be Bluetooth enabled? They will look into it.

4. Can this initiative provide computers for adjunct faculty teaching in off-campus locations? No, these monies are allocated for UNCP classrooms.
5. Given the supply chain disruptions, is there sufficient time to purchase, receive, and pay for these items? This was the purpose of this emergency meeting, to get the ball rolling sooner to allow more time.

M. For the Good of the Order
N. Announcements
Since no one has volunteered to be the AITC secretary, beginning with our regular February Meeting the chair will begin appointing a secretary on a rotating basis.
The question came up of whether the secretary had to be a faculty member.
O. Adjournment
The meeting was adjourned at 5:36 PM

Appendix B
Written Report from Jessica Collogan – Dean of the UNCP Library

<u>**November 2021**</u>

Hotspots grant update – we have received 30 Verizon Hotspots for a one-year grant. We are processing them for students to check out. Our intention is to allow students to check them out for the whole semester. Policy is being finalized and will be communicated on our website. We will promote this to students via campus email and website.

Systems Librarian – still waiting for their contract to be finalized.

Library hours reminder:

Thanksgiving holidays and Final's week – see below. Also, a reminder we are closed for shifting the collection during Fall3/Winter.

November 24 8 a.m.- 5 p.m.
November 25-28 (Thanksgiving) Closed
Fall Exam Hours
November 29 - December 2   7:30 - 2 a.m.
December 3   7:30 a.m. - 5 p.m.
December 4   10 a.m. - 6 p.m.
December 5   3 p.m. - 2 a.m.
December 6-9 7:30 - 2 a.m.
December 10 (**Last Day of Fall Semester**) 7:30 a.m. - 5 p.m.
December 11-12   Closed
December 13-17   8 a.m. - 5 p.m. (*Closed to Public*)
December 18-19   Closed
December 20-22   8 a.m. - 5 p.m. (*Closed to Public*)
December 23-January 3   Closed
2022   Spring Hours
January 4-7   8 a.m. - 5 p.m. (*Closed to Public*)
January 8-9   Closed
January 10   **Regular Semester Hours Begin**

Special Collection Renovation Project - Starting soon.

- Most important info - In preparation we are closing the library right after finals and expect to be closed over Fall 3 and winter. There is a 2-phase shifting project moving all the special collections from the first floor to the 2nd floor and then, shifting the circulating collection while moving shelving on the first floor.

5. Instructional Space Infrastructure Technology Standard Options

The standard for Instructional Space Infrastructure (ISI) technology must be followed for upgrades of existing spaces, renovations of existing spaces, and new construction at UNCP. ISI technology deployed by DoIT must meet accessibility requirements. If a use case is defined that cannot be met by the ISI standard DoIT will work with the customer to recommend appropriate 3 modifications within our support capabilities. Funding for such needs will be negotiated on a case by case basis.

Tier 1: Basic Classroom

Description: Crestron AM-200, Laser Projector, Touch Panel (Audio through projector)
Designed for: Small classroom or lab space with wireless presentation, which does not need sound amplification or additional hardwired device connectivity.
Requirements: 1 x Ceiling Power, 2 x Ceiling Data, 1 x Wall/Desktop Data (included in Vendor Costs)

Equipment
Display: Sony Laser Projector (VPL-WUXGA 4500) with mounting hardware
Projector Screen: Draper Luma 2 projection screen 123 inch with mounting hardware
AV Controller: Crestron AM-200
Control: Crestron 7" Touch Panel (TSW 720)
Connectivity: 1 HDMI input
Wireless Present: Yes, AirMedia
Room Audio: Yes, from Projector Only

3rd Party Vendor Cost Considerations
- • AV Installation
- • Network Cost
- • Electrical

Optional Additions
Enhanced Audio: Not recommended for Tier 1. A Tier 2 solution should be deployed if enhanced audio is required.
Patch and Paint: Patch holes, touch up paint, etc.

Tier 2: Standard Classroom

Description: Crestron DMPS3-4K, Laser Projector, Touch Panel, Room Audio
Suitable for: Standard classroom with amplified audio, multiple inputs, or microphone needs with wireless presentation capabilities.
Requirements: 1 x Ceiling Power, 2 x Ceiling Data, 2 x Wall/Desk Data (included in Vendor Costs)

Equipment
Display: Sony Laser Projector (VPL-WUXGA 4500) with mounting hardware
Projector Screen: Draper Luma 2 projection screen 123 inch with mounting hardware
AV Controller: Crestron DMPS3-4K-250-C-AIRMEDIA; DM-RMC-4K-SCALER-C
Control: Crestron 10" Touch Panel (TSW 1020)

Connectivity: 6 HDMI inputs
Wireless Present: Yes, AirMedia
Room Audio: AMP built into AV controller, Ceiling Tile Speakers (new or existing)

3rd Party Vendor Cost Considerations
• AV Installation
• Network Cost
• Electrical

Optional Additions
Patch and Paint: Patch holes, touch up paint, etc.
Enhanced Audio: Ceiling Speakers (2 x)
Microphone: Shure Handheld & Lavalier Wireless Mic

Tier 3: Specialized Classroom
Description: Built on Tier 2 standard with customizations (extra displays, extra input devices, confidence monitor, etc.)
Suitable for: Specialized classroom with specific technology needs (multiple projectors, etc.) with wireless presentation and multiple inputs.
Requirements: 1 x Ceiling Power, 2 x Ceiling Data, 2 x Wall Data (included in Outside Vendor Costs)

Equipment
Primary Display: Sony Laser Projector (VPL-WUXGA 4500) with mounting hardware
Projector Screen: Draper Luma 2 projection screen 123 inch with mounting hardware
AV Controller: Crestron DMPS3-4K-250-C-AIRMEDIA
Control: Crestron 10" Touch Panel (TSW 1020)
Connectivity: 6 HDMI inputs
Wireless Present: Yes, AirMedia
Room Audio: AMP built into AV controller, Ceiling Tile Speakers (if necessary)

3rd Party Vendor Cost Considerations
•   • AV Installation
•   • Network Cost
•   • Electrical

Optional Additions
Patch and Paint: Patch holes, touch up paint, etc.
Enhanced Audio: Ceiling Speakers (2 x)
Microphone: Shure Handheld & Lavalier Wireless Mic
Secondary Displays: Sharp 80 inch Display (each)

Additional Options Requiring Further Research
Confidence Monitors
Video Wall (Matrix of Monitors)
Integration with Cisco Webex Devices, including PresenterTrack
Campfire Tables

Tier 1: Collaborative Conference Space
Description: Cisco Room Kit w/ Built In Camera w/Speaker Track, Microphone, Touch 10 Wall Panel

Suitable for: Small conference rooms, huddle spaces, large offices, seminar rooms needing Cisco integration with single display, with one wired input and wireless presentation.
Requirements: (1) Quad Electrical Outlet, Dual Data Plate (1 to wiring closet, 2nd to touch 10 Wall Mount), 5 gang masonry box - 3" deep, Chief Large Fusion Wall Mounts with bottom of displays at 37" - 39" from the floor. 5

Equipment
Display: 60, 70 or 80 inch
AV Controller: Cisco Room Kit
Control: Touch 10 Wall Panel
Connectivity: 1 HDMI input
Wireless Present: Yes, Webex Teams
Room Audio: Yes, Camera Bar

Hardware Costs
• • Cisco Room Kit
• • Sharp Displays
• • Chief Large Fusion Mount
• • Touch 10 Wall Mount
• • Multi-Head PC Cable
• • 12 Month Year Support Contract

3rd Party Vendor Cost Considerations
• • AV Installation
• • Network Cost
• • Electrical

Optional Additions
Second Display: Second Display for content and mount
Enhanced Audio: We recommend a collaborative classroom space tier 1 if enhanced audio is required.
Patch and Paint: Patch holes, touch up paint, etc.

Tier 1 Collaborative Space
Description: Cisco Room Kit Plus w/ Built In Cameras (4) w/Speaker Track, Touch 10 Wall Panel
Suitable for: Collaborative classrooms which need Cisco Webex integration with wireless presentation and multiple inputs.
Requirements: (1) Quad Electrical Outlet, Dual Data Plate (1 to wiring closet, 2nd to touch 10 Wall Mount) 5 gang masonry box - 3" deep, Chief Large Fusion Wall Mounts with bottom of displays at 50" from the floor.

Equipment
Display: 60, 70 or 80 inch
AV Controller: Cisco Room Kit Plus
Control: Touch 10 Wall Panel
Connectivity: 2 HDMI inputs
Wireless Present: Yes, Webex Teams
Room Audio: Yes, Camera Bar + Room Speakers If Needed

Hardware Costs
- • Cisco Room Kit Plus
- • Sharp Displays
- • Chief Large Fusion Mount
- • Touch 10 Wall Mount
- • Cisco Ceiling Microphone
- • Multi-Head PC Cable
- • 12 Month Year Support Contract

- **3rd Party Vendor Cost Considerations**
- • AV Installation
- • Network Cost
- • Electrical

- **Optional Additions**
- Enhanced Audio: Ceiling Speakers, Audio AMP
- Patch and Paint: Patch holes, touch up paint, etc.

- **Tier 2 Collaborative Space**
- Description: Cisco Room Kit Pro w/ Built In Cameras (4), P60 Presenter Track, Touch 10 Wall Panel
- Suitable for: Collaborative classrooms which require presenter track with wireless presentation and multiple inputs.
- Requirements: (1) Quad Electrical Outlet, Dual Data Plate (1 to wiring closet, 2nd to touch 10 Wall Mount) 5 gang masonry box - 3" deep, Chief Large Fusion Wall Mounts at X height

- **Equipment**
- Display: 60, 70 or 80 inch
- AV Controller: Cisco Room Kit Plus
- Control: Touch 10 Wall Panel
- Connectivity: 2 HDMI inputs
- Wireless Present: Yes w/Webex Teams
- Room Audio: Yes, Camera Bar + Room Speakers If Needed

- **Hardware Costs**
- Sharp Displays: 60, 70 or 80 inch
- Chief Large Fusion Mount
- Touch 10 Wall Mount (2) Cisco Ceiling Microphone
- P60 Camera
- Multi-Head PC Cable
- 12 Month Year Support Contract

- **3rd Party Vendor Cost Considerations**
- • AV Installation
- • Network Cost

-     • Electrical

- **Optional Additions**
- Enhanced Audio: Ceiling Speakers, Audio AMP
- Patch and Paint: Patch holes, touch up paint, etc.

Appendix C

Tevera

Wes Frazier, November 2021

Role

Tevera is software designed to assist in pre-licensure programs where field assessments are necessary. Specifically in the fields of nursing or social work.

Nature Of Vender

Tevera is a relatively young organization, only operating within the last five years and featuring less than 100 employees. Not much publicly stated information is available about them as an organization.

Benefits to Campus

This product is designed to directly benefit specific programs UNCP offers such as nursing and social work.

Cost/Funding

Funding is required, and the decision has not yet been made to proceed with this purchase.

Legal Concerns

None were identified.

Security Concerns

None were identified.

Technical Concerns

None were identified.

Accessibility Concerns

ARC has identified a number of points in the vendor's VPAT report which only partially support or support with exceptions, the usual web content accessibility

guidelines. These areas are listed below. However, they have indicated the integration can proceed. Their full recommendation letter is available here. Areas of concern include:

· Non-text content.

· Info and Relationships

· Keyboard

· Contrast

· Focus Visible

· Message Status

Recommendations

DoIT recommends this LTI for inclusion with Canvas.

Appendix D

YellowDig

Wes Frazier, November 2021

Role

YellowDig provides increased interactivity between students and between students and instructors beyond the classic discussion board. It enables a kind of social networking esque experience in the learning management system.

Nature Of Vender

YellowDig is an extremely small company (less than 50 full time staff) that has been operating since 2014. Notably Yellowdig has an "Academic Advisory Council" made up of instructors and instructional designers who help steer their product development. (16 total members at this time.)

Benefits to Campus

YellowDig's feature set would be made available to all courses at UNC Pembroke. Though it would be opt in for the instructor.

Cost/Funding

None needed.

Legal Concerns

None were identified.

Security Concerns

None were identified.

Technical Concerns

None were identified.

Accessibility Concerns

ARC has identified a number of points in the vendor's VPAT report which only partially support or support with exceptions, the usual web content accessibility guidelines. These areas are listed below. However, they have indicated the integration can proceed. Their full [recommendation letter is available here](#).

Areas of concern include:

- Input
- Identify Input Purpose
- Resize Text
- Reflow
- Focus Visible

Recommendations

DoIT recommends this LTI for inclusion in Canvas.

Appendix E

Prepared by Roland Stout

On Thursday, February 10, 2022 there was a meeting with some of the DoIT officers, myself as AITC chair, Miguel Nico and Scott Billingsley

Scott Billingsley informed us that the UNCP Academic Senate has no authority to set policy, but only to recommend. As a standing committee of the Senate, the AITC also has no authority to set policy.

Historically the AITC has had final approval of LTIs. In doing such we were effectively acting as a committee under DOIT while our actual mandate comes from the Academic Senate.

It appears that how the AITC will have to function in the future will have to change.

Factors to consider

The IT has instituted a governance structure as mandated by the central UNC office. It looks like they will handle LTI approval in the future, with advice from the AITC on educational issues.

This may require a new mandate from the Academic Senate. I am looking into that.

In this meeting, I suggested that perhaps the role of the AITC should be to find from the faculty what new teaching/learning technologies are available that we might consider and then recommend them to DOIT. If we go this way we need to think seriously about how best to acquire and process this information.

The last thing to address is exactly what is our role in DoIT processes and to the Senate.