

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

<https://uncp.webex.com/meet/camille.goins>

Members of the AITC:

Camille Goins (Chair), Senator; Beata Niedzialkowska, Karen Granger (EDUC, 2022-2024); Michael Workman (SBS, 2022-2024); **Vacant/TBD** (CHS, 2021 - 2023); Benjamin Killian (Secretary, NSM, 2021 - 2023); Adam Walls (ARTS, 2022 - TBD); Melinda Rosenberg (LETT, 2022-2023) Katina Blue CIO; Terry Locklear, Instructional Designer; Shawnda Cummings, Representative of the Accessibility Resource Center; Kara Oxendine, Library Representative, Terry Locklear, Interim Director of Online and Distance Education; Leanna Earp, SGA Senator

I. Order of Business

II. Roll Call

III. Approval of Minutes (Appendix A)

IV. Adoption of Agenda

V. Reports

- a. AITC Chair — Camille Goins
 - i. Committee Vacancy (CHS)
 - ii. Evaluation Review Teams (Turnitin and Canvas Studio)
 - iii. Agenda items are due no later than the last Friday of each month by 5 pm. Please mark your calendar.
- b. AVC for Technology, Resources, and Chief Information Officer — Katina Blue
 - i. Classroom Updates
 - ii. DOIT Projects
 - iii. Infrastructure updates
 - iv. Annual IT Security Training
- c. Interim Director of the Office of Online Learning — Terry Locklear
 - i. Camtasia Users Community
 - ii. COTE
 - iii. OoL Presentations
- d. Library Report—Kara Oxendine
 - i. Library Events
 - ii. Library Projects
 - iii. New Books & Interactive Displays
 - iv. Director of Patron Services Search
- e. Accessibility and Resource Center- Shawnda Cummings
 - i. ARC Programs
 - ii. ARC Services
 - iii. ARC current Assistive Technology

VI. Unfinished Business

VII. New Business

VIII. Announcements

IX. Adjournment

Appendix A

The University of North Carolina at Pembroke Academic Information Technology Committee (AITC)

Monday, 10 October 2022 at 3:30pm
<https://uncp.webex.com/meet/camille.goins>

Membership:

Present: C. Goins (Chair); B. Niedzialkowska (Senator); K. Granger (EDUC); B. Killian (NSM); M. Rosenberg (LETT); K. Blue (CIO), T. Locklear (Int. Dir. OOL); K. Oxendine (Library)

Absent: A. Oviedo (CHS); A. Walls (ARTS, *unconfirmed?*); M. Workman (SBS); D. Bullard (ARC); Leana Earp (SGA)

Guests: R. Buehne (Dir. Enterprise App.); L. Cummings (Dir. IT Supp.); P. Lillis

Unapproved Meeting Minutes

I. Approval of Agenda/Minutes:

Motion: T. Locklear

Second: B. Killian

Vote: Approved by acclamation (Abstain: 0, Nay: 0, Yea: 8)

II. Reports

a. Chair – C. Goins

i. Mac issues on campus:

There have been several issues with Mac login access. One case required reimaging to fix.

K. Blue: The only way to properly gauge a campus-wide need is to encourage timely reporting of issues. Please remind faculty to submit a ticket for any problems encountered.

L. Cummings: Some of the issues have involved third-party docking stations.

ii. Qualtrics transition:

J. West is continuing the review committee to gauge the feasibility of transitioning from Qualtrics to Survey Monkey. R. Buehne requested membership in committee as DoIT representative.

iii. Turnitin upgrade:

As discussed in the September meeting, a committee will convene to investigate upgrading Turnitin. This committee will comprise faculty members who have experience with Turnitin. R. Buehne requested membership in committee as DoIT representative.

iv. Canvas Studio:

A demonstration recording has been made for Canvas Studio. R. Buehne requests a feedback survey be sent out to gauge interest prior to convening a review committee.

B. Killian: Can a survey list be generated as faculty watch the demonstration? R. Buehne was not aware of a method.

b. AVC for Information Resources/CIO – K. Blue

i. Reiterated the need for faculty to communicate their needs and requests for new products with DoIT.

ii. Classroom updates:

L. Cummings: DoIT is planning the upgrade technologies in several areas of

the UC Annex in time for the upcoming BoG meeting in the spring. There are continuing technology upgrades in classroom areas.

- iii. IT governance follow-up:
IT governance structure will be uploaded to the AITC Onedrive (it is currently available on J. West's WebEx page).
 - iv. DoIT projects:
Ongoing university-wide DoIT projects can be accessed at <https://uncp.service-now.com/now/Dashboard/projects>
 - v. Annual security training:
Please remind faculty and staff that they are required to complete the annual security training. Current completion percentage: 68%.
 - vi. October Cybersecurity Awareness Month:
Reminded faculty and staff that there are ongoing presentations and learning opportunities for Cybersecurity Awareness Month.
- c. Interim Director of Online Learning – T. Locklear
- i. Badgr:
UNCP has acquired 1500 licenses (1 year). Canvas has acquired Badgr, so integration into Canvas is anticipated.
 - ii. Online Faculty Success Hub:
A new repository for faculty success is provided: <https://www.uncp.edu/online-faculty-success-hub>
 - iii. Faculty training sessions for Fall 22:
Announcement coming next week for Fall faculty training. Weblink: <https://www.uncp.edu/academics/academic-resources/online-learning/upcoming-events>
 - iv. Nearpod/Camtasia user communities:
Current licenses: 25 for Nearpod (17 in use); 60 for Camtasia (about half in use). OOL is working to increase buy-in to fill the license usage. Users will need to join the user community, which includes training. Both applications have available on-line training.
- d. Library Report – K. Oxendine
- i. Website updates:
Two new pages have been added: 1) First generation Resources; 2) Transfer Student Resources
 - ii. Upcoming events and collaboration opportunities:
The list of upcoming events/collaborations can be found at the bottom of the library webpage.
Faculty interested in collaborations can contact Elizabeth Jones (elizabeth.jones@uncp.edu).
 - iii. OER Publishing Opportunities:
Livermore Library offers some OER publication opportunities for faculty. These can be located under Faculty Services, Showcase Your Scholarship. <https://libguides.uncp.edu/faculty/scholarship>
 - iv. Hotspot availability:
Due to unforeseen events, hotspots are not available for the remainder of the semester.

III. Unfinished Business

None

IV. New Business

None

V. Announcements

None

VI. Adjournment

Motion: K. Blue

Second: T. Locklear

Vote: Approved by acclamation (Abstain: 0, Nay: 0, Yea: 8)