

**The University of North Carolina at Pembroke  
Academic Information Technology Committee  
(AITC) Agenda - Monday, 9 January 2023 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); TBD (SBS, 2022-2024); Sherry Edwards (CHS, 2021 - 2023); Benjamin Killian (Secretary, NSM, 2021 - 2023); TBD (ARTS, 2022 - 2024); 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. Update on Evaluation Review Teams (Turnitin and Canvas Studio)
  - ii. 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 Upgrades
  - ii. DOIT Projects (Academic related)
  - iii. Grant Opportunities
  - iv. DHS/FEMA Certified Cybersecurity Training (March 2023 and April 2023)
  - v. Infrastructure updates
  - vi. IT Security Training
- c. Interim Director of the Office of Online Learning — Terry Locklear
  - i. Administrative updates from The Office of Online Learning
- d. Library Report—Kara Oxendine
  - i. Electronic resources and databases SSO migration from Shibboleth to Azure
  - ii. Primo migration from Shibboleth to Azure
  - iii. SciFinder and RefWorks updates
  - iv. EBSCOhost AHS Consumer Medication Updates
  - v. Upcoming library events
- e. Accessibility and Resource Center- Shawnda Cummings
  - i. No Report

**VI. Unfinished Business**

- i. Faculty Survey to learn what the AITC can do better

**VII. New Business**

- a. Guest: Joe West
  - i. Update on Evaluation Team for Survey Monkey

**VIII. Announcements**

**IX. Adjournment**

## Appendix A

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

This meeting was held through WebEx.

#### **I. Roll Call**

Present: Camille Goins, Beata Niedzialkowska, Benjamin Killian, Terry Locklear, Sherry Edwards, Kara Oxendine, Shawnda Cummings, Karen Granger  
Absent: Michael Workman, Adam Walls, Melinda Rosenburg, Katina Blue, Leanna Earp  
Guests: Liz Cummings

#### **II. Adoption of Agenda/Approval of Minutes**

Motion: B. Killian

Second: T. Locklear

Vote: Approved by acclamation — Abstain: 0; Nay: 0; Yea: 8

#### **III. Reports**

- a. C. Goins (Chair):
  - i. Review of Turnitin — 6 members have been assigned. AITC needs to make a recommendation prior to June for renewal.
  - ii. Canvas Studio — Demo is available (see email). Review team will begin in the new year.
  - iii. Reminder that agenda items by the last Friday of the month.
- b. K. Blue (CIO): *Liz Cummings in proxy*
  - i. Technology updates — Upgrades complete in UC Annex assembly room, will host BOG meeting in 2023.
  - ii. Project updates — None currently.
  - iii. Infrastructure — No updates currently.
  - iv. Security — Cyber Security Month was successful in its outreach. If anyone has not completed the Cyber Security training requirement, please make sure that they do so as soon as possible.
- c. T. Locklear (Interim Dir., OoL):
  - i. Camtasia User Community — Access to Camtasia, membership in campus group. Deadline for enrollment is December. New rounds will begin in January.
  - ii. COTE — No hard date set for new round, but probably in February. This is a 6-week course. Question: How many hours for renewal? Information is on webpage.
  - iii. OoL Presentations — These are released periodically and include information regarding professional development.
- d. K. Oxendine (Library):
  - i. Library Events — Last faculty research colloquium on Dec. 1<sup>st</sup>. Honors symposium on Dec. 2<sup>nd</sup>.

- ii. Library Projects — In December, second floor inventory will occur. SciFinder and RefWorks links will be updated due to new platforms. Emails will follow. Exam hours: Nov. 28<sup>th</sup> – Dec. 9<sup>th</sup>.
- iii. New Books and Interactive Displays — Patron services has a section for new books (2 wk. checkout). Physical displays include fun surveys and other interactive elements.
- iv. Dir. of Patron Services — Interviews are concluded. Offer should be made in the next few weeks.
- e. S. Cummings (ARC):
  - i. Welcome April Whittemore as Assoc. Dir. of ARC.
  - ii. Note Taking — Working to simplify the process for student note takers. The required paperwork is being reduced and note can now be uploaded to GoogleDrive for the Spring semester.
  - iii. Technology — Kurtzweil (screen reader) and Dragon (voice recognition) software are available for students. UbiDuo is a speech generating device that can be used for person-to-person interaction (training is forthcoming).

**IV. Unfinished Business:**

- a. None

**V. New Business:**

- a. WebEx Login issues — Setting up meetings in private room would generate different rooms. Liz Cummings will check in.
- b. LTI request submission for Poll Everywhere (pilot rollout in the Spring). Offers both synchronous and asynchronous polling capabilities.

**VI. Announcements:**

- a. No meeting in December.

**VII. Adjournment:**

Motion: T. Locklear

Second: K. Granger

Vote: Approved by acclamation — Abstain: 0; Nay: 0; Yea: 8