

**The University of North Carolina at Pembroke  
Academic Information Technology Committee  
(AITC) Agenda – Monday, March 13, 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); Marcus Burger (SBS, 2022-2024); Sherry Edwards (CHS, 2021 - 2023); Benjamin Killian (Secretary, NSM, 2021 - 2023); Robert Epps (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 the February 13, 2023 Meeting (Appendix A)**

**IV. Adoption of Agenda**

**V. Reports**

- a. AITC Chair — Camille Goins
  - i. Discussion on Faculty & Student Survey to learn more about Information Technology needs.
  - ii. Discussion of AI ChatGPT
- b. AVC for Technology, Resources, and Chief Information Officer — Katina Blue
  - i. No TikTok on Government Devices  
<https://webservices.ncleg.gov/ViewBillDocument/2023/403/0/DRS35035-LR-16>
  - ii. Free Cyber Training March and April
  - iii. HVAC Replacement project Weinstein and Oxendine
  - iv. Annual Security Training
  - v. CCI - Campus Computing Initiative Refresh has begun. If faculty/staff have questions about when they are eligible they can send an email to the Help Desk, [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu).
  - vi. UC Annex Assembly Room - technology has been upgraded for BOG Visit in April 2023.
  - vii. UC 213 - technology has been purchased to upgrade this location. Working with Student Affairs to schedule a time to take the room off line.
- c. Interim Director of the Office of Online Learning — Terry Locklear
  - i. Qualtrics / Survey Monkey Update
  - ii. Certificate of Online Teaching Excellence Update
- d. Library Report—Kara Oxendine
  - i. Suggest a Purchase form and deadline
  - ii. hoopla added to A-Z Database List
  - iii. LearningExpress Library Complete/PrepStep Academic Tutorial
  - iv. Upcoming Events
- e. Accessibility and Resource Center- Shawnda Cummings
  - i. No report

**VI. Unfinished Business**

**VII. New Business**

**VIII. Announcements**

**IX. Adjournment**

## Appendix A

**The University of North Carolina at Pembroke**  
**Academic Information Technology Committee (AITC)**  
**Minutes (unapproved)**  
Monday, 13 February 2023

### **I. Roll Call**

**Present:** C. Goins (Chair); B. Niedzialkowska (Sen.), K. Granger p (EDUC); S. Edwards (CHS); B. Killian (NSM); R. Epps (ARTS); T. Locklear, (Int. Dir. ODL); S. Cummings (ARC); K. Oxendine (LIB), Leanna Earp x, SGA Senator

**Absent:** M. Rosenberg (LETT) Katina Blue (CIO); L. Earp (SGA)

**Guests:** Joe West, Marcus Burger, Carson Young, Liz Cummings, Ray Buehne

### **II. Agenda/Minutes (Nov. 2022)**

Motion to accept: T. Locklear

Second: S. Edwards

Vote: Approved by acclamation

### **III. Reports**

#### a. Chair:

i. Membership: R. Epps has joined for ARTS. M. Burger will join next month.

ii. Qualtrex review: J. West

Qualtrex charges \$30k more than Survey Monkey. Ability to export Qualtrex format into Survey Monkey is not available (qsf format). Change is not available nor will be soon. Poll: 1 yes, 1 no, 1 abstention.

Does AITC want to investigate (formally)? If so, how to do so?

Q: How many faculty are using Qualtrex? A: 213.

Q: How many surveys are currently in Qualtrex? A: Chun Mei can tell how many live surveys.

Q: Member found Qualtrex more difficult to use than Survey Monkey. How many are active? A: Probably most. Power users include 10 or 11 power users.

Q: What would be involved to export and rebuild? A: Export to rich text and rebuild. Triggers are not automatic.

Q: How many members? Why so few responses? 16 Early December and low response.

Further notes: The change would be similar to going from Blackboard to Canvas. Several member have ongoing surveys. Also used for University level actions. Historical data would be lost.

Action: AITC could develop a survey. Terry will take lead.

iii. Canvas Studio:

Five faculty and two staff review Canvas Studio, 2 month review with admin rights. Studio was found beneficial.

Recommendation: Pursue and purchase license. Closed caption and YouTube are allowed. Allows student to create videos in Canvas as discussion and assignment. Comments from students are allowed. Can be used in quizzes. License cost: \$25,505/year.

Q: Auto-captions? A. Yes. 86% accuracy. Would require manual update to meet 99% requirement.

Q: Can quiz questions be embedded in video timeline? A. Yes.

Q: Framerate? A. 60 fps for Canvas. May vary.

Q: Screen capture? A. Yes.

Q: Templates or assets (e.g., intro/outro)? A. No.

Motion: Motion to recommend to Senate adopt Canvas Studio.

Vote: Approved by Acclamation.

iv. Faculty survey: Improvements to AITC

Q: Targeted questions. A: Some question may be available from J. West to address needs of faculty.

Q: When was one last done? A: At least two years.

Action: Check with J. West on any structure currently available. Share it and update.

v. Turnitin evaluation:

Turnitin Originality being review over the next two weeks. Results coming next meeting.

b. AVC for Technology and Resources/CIO:

i. IT projects: R. Buehne

18 active IT projects.

ii. IT governance: R. Buehne

Met last quarter. One major outcome was the move to digitize forms and routing them for approval and storage. Eight volunteers are needed to put together the RFI.

iii. Classroom updates: L. Cummings

IT is working with Deans and Chairs to identify classroom upgrade needs.

iv. One time funding: L. Cummings

OT funding for technology updates in classrooms.

OT funding for campus computing initiative; purchase machines for faculty with obsolesced computers. Approx. 175 upgrades between now and summer. Faculty with inquiries should email DoIT.

v. Banner SS9 update: R. Buehne

Banner was upgraded over the Holidays. No feedback at this point.

vi. Braveweb redesign (demonstration): R. Buehne

Upgrade to Banner menu page to allow for favorites and easier navigation.

Action: No opposition to forwarding to IT Governance.

vii. Canvas enhanced gradebook filter (demonstration): C. Young

Added and simplified filters and actions on the Gradebook.

Q: Can it be toggled on/off by course. A. No.

Q: When will it happen? A: Can be released at any time. Permanent rollout date is July '23.

There is a video available at

[https://vimeo.com/680849318?embedded=true&source=vimeo\\_logo&owner=9556738](https://vimeo.com/680849318?embedded=true&source=vimeo_logo&owner=9556738)

c. Int. Dir of OOL:

i. Staff updates:

Currently only two full-time employees. Looking to post for Instructional Designer position and Content Development position.

ii. Spring 2023 COTE:

Information was released last week. Please share with faculty.

iii. SWK Redesign:

Social Work department redesign underway. Graduate teaching faculty are undergoing a special version of COTE. Will be active in Fall '23.

d. Library

- i. Database migration:  
Electronic resources and databases migrated from Shibboleth to Azure. No outages.
- ii. PRIMO migration:  
PRIMO migrated from Shibboleth to Azure. No outages.
- iii. SciFinder and RefWorks updates:  
Older versions have been discontinued. SciFinder has been updated and is on the A-Z List.
- iv. EBSCOhost AHS Consumer Medications Update:  
Moved into Nursing and Academic Collections in A-Z database.
- v. Upcoming events:  
Feb 21 – Murder Mystery in the Library  
Feb 23 – Electronic database tutorial for high stakes testing. Rm 203  
Feb 25 – Open House

e. ADA

- i. Retirement of Debbie Bullard.

**IV.** New business

None

**V.** Announcements

None

**VI.** Adjournment

Approved by acclamation