**The University of North Carolina at Pembroke**

**Academic Information Technology Committee** (AITC)

**Agenda -** Monday, April 8, 2019 at 3:30 p.m.

Chavis University Center 208

**Members of the AITC:**

Aaron Vandermeer (Chair), Senator; Conner Sandefur, Senator; Larry Arnold (ARTS, 2020); Lisa Mitchell (EDUC, 2020); Walter Lewallen (LETT, 2019); Jesse Rouse (NSM, 2019); Mohammad Rahman (SBS, 2020); Kevin Pait, Interim CIO; Joy Fuqua, Director of Online Learning; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the

Accessibility Resource Center; Dennis Swanson, Representative of the Library; Tremain Ingram, SGA Senator

**Order of Business**

**A. Roll Call**

**B. Approval of Minutes (**[Appendix A](#AppendixA))

**C. Adoption of Agenda**

**D. Reports**

1. AITC Chair—Aaron Vandermeer
2. Interim AVC for Technology, Resources and Chief Information Officer—Kevin Pait
3. Director of Online Learning—Joy Fuqua
4. Library Report—Dennis Swanson

**E. Unfinished Business**

1. Report: Online Student Evaluation of Instruction (Mohammed\*, Terry, Tabitha)
2. Report: Faculty Training Program for Online Instruction (Lisa\*, Joy, Terry, Scott)
3. Report: Online Portfolio for Faculty [Major] Evaluation (Aaron\*, Larry, Ray)

**F.** **New Business**

1. LTI Requests:
   1. Nearpod: [Click here](https://bravemailuncp-my.sharepoint.com/:w:/r/personal/frazier_uncp_edu/_layouts/15/Doc.aspx?sourcedoc=%7B034846ff-1385-4168-96d7-f07dd73c99f5%7D&action=default&gad=1170) for supporting documentation
2. Develop Ideas for AITC Agenda Items for AY 2019-2020

**G. For the Good of the Order**

**H. DoIT Technology Report for AITC**

**I. Announcements**

**J. Adjournment**

**Appendix A—Minutes Draft of March 11, 2019**

**The University of North Carolina at Pembroke**

**Academic Information Technology Committee** (AITC)

**Minutes -** Monday, March 11, 2019 at 3:30 p.m.

Chavis University Center 208

**Members of the AITC Present:**

Aaron Vandermeer (Chair), Senator; Conner Sandefur, Senator; Larry Arnold (ARTS, 2020); Lisa Mitchell (EDUC, 2020); Jesse Rouse (NSM, 2019); Kevin Pait, Interim CIO; Joy Fuqua, Director of Online Learning; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the Accessibility Resource Center; Dennis Swanson, Representative of the Library; and Tremain Ingram, SGA Senator

**Members absent:**

Walter Lewallen (LETT, 2019) and Mohammad Rahman (SBS, 2020)

**Visitors in attendance**

Ray Buehne, DoIT and Tabitha O. Locklear, DoIT

**A. Roll Call**

**B. Approval of Minutes**

**C. Adoption of Agenda**

**D. Reports**

1. AITC Chair—Aaron Vandermeer
   1. BraveAssist scholarship portal has gone live
      1. Would like to see a better (online) system for declaration of majors (which impacts scholarships)
   2. Make governing documents gender neutral
      1. Would like to see preferred name in Canvas
2. Interim AVC for Technology, Resources and Chief Information Officer—Kevin Pait
   1. Campus Computing Initiative (CCI) email went out 11 March
      1. Taking justifications through 22nd, roll out beginning in May
   2. UNCP will be featured at Cisco Live conference in June 2019
   3. Google users off-boarding (and O365)
      1. Working on a strategy to set up a responsible policy
   4. Working on planning for Business building
   5. Dennis Swanson asked, based on recent round of fishing and SPAM, about DoIT branded emails for internal communication to make help make it clear that emails are not SPAM
      1. Suggestion of making emails visible in addition name in headers
   6. Jesse Rouse asked about any updates regarding West Hall
      1. April 2020
3. Director of Online Learning—Joy Fuqua
   1. Course Evaluation systems
      1. Beginning to narrow down list of options
      2. Terry Locklear shared that we do have a campus-wide license of Course-Eval
   2. Terry Locklear noted that Chairs training would be added as a module in current Faculty Canvas Training course for Chair training/information
4. Library Report—Dennis Swanson
   1. Implementing new library system (Ex-Libris), with April 7th test version
      1. Faculty training at the end of the semester
      2. Full switch to new system on June 2nd
   2. Positive feedback on Kanopy
   3. Conversations about Elsevier are happening within the system and there is a possibility that it may be dropped
      1. Will be meeting with STEM chairs about any issues
      2. Reason for drop-Publishing fees on top of subscriptions
      3. Terry Locklear asked about timeline for notification if there is a decision to drop Elsevier? (9-12 months)

**E. Unfinished Business**

1. Report: Online Student Evaluation of Instruction (Rahman\*, Terry Locklear, Tabitha Locklear)
   1. CourseEval is now in Canvas
2. Report: Faculty Training Program for Online Instruction (Mitchell\*, Fuqua, Terry Locklear, Hicks)
   1. Subcommittee Report reviewed
   2. Looking at modified QM
   3. Academic Affairs supports the initiative
   4. Take to May Senate meeting
   5. Tremain Ingram suggested that the certification could be shown in Braveweb so that students registering would know who had completed the certification.
   6. Joy Fuqua noted that faculty training for QM is available online
   7. Aaron Vandermeer suggested that we need to have an idea of what the training will look (time, learning objectives, etc) to take to senate
3. Report: Online Portfolio for Faculty [Major] Evaluation (Vandermeer\*, Arnold, Buehne)
   1. Digital Measures training from company for the subcommittee to familiarize themselves
   2. Subcommittee will also look at G-Suite and OneDrive
   3. Aaron Vandermeer has also been contacted by InterFolio
   4. AA would be willing to manage permissions of technologies (whether web or shared drive)
   5. Subcommittee will bring more in April.

**F.** **New Business**

1. LTI Requests
   1. Grammarly
   2. DoIT Recommends against due to false-positives
   3. The committee voted against adopting the Grammarly LTI for Canvas
      1. **Proposal Fails (0-11-0)**
2. Nearpod: Click here for supporting documentation
   1. No funding source specified.
   2. Please note that AITC approval does not suggest a recommendation for purchase of the software, only that the LTI seems acceptable for use in our Canvas environment.
   3. Vote was tabled to allow ARC to review.
      1. **Proposal Tabled until April meeting: (11-0-0)**

**G. ​For the Good of the Order**

1. Adaptive Design in Canvas
   1. Mastery tests, contracting, and specification grading were discussed as possibilities in Canvas

**H.​ DoIT Technology Report for AITC**

**I. ​Announcements**

**J. ​Adjournment**

1. The meeting adjourned at 4:32.