Present: Lisa Bazley, Dr. Cheryl Anderson, Neil Schroeder, Ana Gonzalez, Dr. Glenn James, Dr. Carlos Garcia, Dr. Denise Staudt, Dr. Tisha Harding, Dr. Stephanie Grote Garcia, Dr. Ron Washington, Dr. Jean Dols, Dr. Rosa Cardenas, Dr. Amy Crocker, John Champion, Michael Clayton
Absent: Dr. Paulo Carvalho, Joseph Pizzimenti, Dr. Cynthia Gonzalez Aquirre, Dr. Diane Garza
Guest: Mike Hood, Printshop

Meeting called to order at 10:30am.

I. Participants were introduced.
II. Meeting minutes of September 26, 2017 were reviewed and approved.
III. Brief review of ATAC Charge, meetings, and membership.
IV. Poster Printing: Printing for posters was discussed. Posters are currently going offsite causing a delay in printing. Efforts made by the print shop enabled CHASS to continue with a planned poster event with print shop checking logos and managing the outside vendor assistance. Reminder that there needs to be effective communication through multiple channels including MyWord, UIWapp, etc.
V. Dissemination of ATAC decisions/information: Minutes and agenda to be posted on MyWord. ATAC members are responsible for communicating information to and from ATAC.
VI. Projects in Progress:
   a. Classroom computers to be set to snooze after 1 hour (not 15 minutes): Fix pending
   b. Printer replacement: Neil Schroeder schedule is progressing on schedule
   c. Interactive Classroom Response Systems Work Group: Dr. Cheryl Anderson leading work group with first meeting on 11/27
   d. Exam Soft: Dr. Cheryl Anderson discussed resolution of blackboard connection issues, duplicate accounts, and setup of new students.
   e. Update list of technology available in classroom: Ana Gonzalez
   f. Connectivity issues in nursing building: Neil Schroeder discussed power issues and resolution of connectivity.
VII. Faculty needs presented by each school. Written reports from schools not present were reviewed. See attached list.
VIII. Selected issues identified included:
   a. HEB School of Business Admin: Lost connections during simulations -wireless in Gorman is being evaluated. Virtual Lab scrolling functionality. Faculty continue to request old computers.
   b. Dreeben School of Education: Faculty need connectors to connect with projectors.
   c. IFM School of Nursing & Health professions: Wifi connectivity in wellness center
   d. SMSE: Poster printing – addressed above.
   e. School of Media & Design: Digital Forms: UIW is working on a standard solution for signed electronic documents. Representatives on the Digital Forms committee are Dr. Ozturgut, Dr. Rosa Cardenas, Michael Clayton, and Dr. Carlos Garcia.
   f. CHASS: Computers go to sleep after 15 minutes. Fixed to be effective 11/20/17.

Meeting ended at 11:45am.

November 2017: Faculty Input by School

HEB School of Business and Admin
- Faculty members use personal funds for software/technology, load them on the university system, and no longer have ownership of the software/technology that they expended their personal funds on.
- I've recently use the virtual lab in GB 215. One of the major issues is that the students' connections were aborted throughout the class which made it hard for the students to follow along with the class project. This happened several time and to multiple students.
- The other issue we ran into was that students were not able to scroll down on the virtual lab. This issue emerged when we worked with SPSS and were trying to save a document and were unable to scroll down to the save icon.
- Timing for replacement of Ana Gonzalez's position at UIW
- Help Desk needs more competent help!
- Faculty wants to keep computers
- Would like Ms. Bazley to attend a faculty meeting to discuss retention of faculty computers?

Dreeben School of Education
- Computer in classroom Admin 310 appears to be just about out of memory. Some days the UIW homepage cannot be pulled up because it takes too much ram. Can the computer be upgraded?
- Laptop cannot be plugged into the projector as my laptop doesn't have the female connector, just a USB connector. Can we get the right connectors, or have the rooms ready for the newer laptops? (Admin 310)
- Can faculty obtain the right connectors from the Help Desk?

Ila Faye Miller School of Nursing/Health Professions
- Projector in NB 216 does not come down when you press the "on" button on the black box. You used to just press "on" and the projector would turn on and the screen would come down… but now the screen appears stuck on initiation and you have to play with "screen up" "screen down" to get it to un-budge and come down.
- Here's a complaint I hear a lot from my students, and of course experience myself as well: need better Wifi connectivity in the Wellness Center/classrooms.
- Help Desk full of students who constantly want to go through the same steps I have gone through and don't listen to me that I have already done that step. I need people with some expertise at the help desk. Especially to load SPSS.
- Sometimes I just circle around the Help Desk to see when "Earl" is available so that I don't waste time. Leaving my computer is not an option because there are no loaners.

School of Math, Science and Engineering
- Situation: Last September, Instructional Technology announced to the community via The Word Today that the Print Shop would be handling all large format printing starting in October. Adela Gott would no longer be printing poster presentation graphics. She is still available to assist with their template designs - but all printing jobs should go to Mike Hood. Mike and his staff can also help with template designs. Currently, we are still waiting for the printer to be moved over to the print shop due to renovations that must occur prior to the move. In the interim, Mike is sending these jobs out. The cost is higher than before. Instead of $3 per square foot, it is $8. Also, there is a 2-3 day wait for the job to be done. These factors need to be reported to your presenters so they can plan for the additional time and cost. Hopefully, the printer will be in place by the end of the semester so that the jobs won't have

to be sent out. I will keep you informed of the printer status. I just wanted to make sure as you confirm the presenters, they know what to expect. Concern: I'm not sure anyone was given this information in another form other than what is indicated above. Which I admit, I do not read the My Word newsletter often to receive business information that affects my work. I typically expect to receive messages like this in the form of a memo or from a Dean directly. Could we please receive a formal memo indicating the exact policy or procedure for poster printing?

- Why are none of the service techs able to service Macs? If we are given the opportunity to purchase Macs; they should be able to provide support. The few times I have needed someone, the first thing they indicated was that they know nothing about Macs. The person that comes to help will google how to fix the problem.

School of Media & Design

- **OneDrive** - Clarification of what faculty are required to put in their OneDrive Accounts.
  - Some interpret it as every document they have/use/create that is related to UIW whether it's related to teaching, committees, or personal research
  - Some believe it is just talking about moving files that we're stored on university servers (like the "H://" drive) or use DropBox (like turning things into the Registrar's office or to their Administrative Admins)
- **Digital Forms** – Is there a schedule as to when all university forms will be online only by?
- **Wi-Fi in the Joyce Building** – Connection, speeds, and reliability wax and wane. Faculty are wondering about the inconsistency of it all. *Note: We tell them to call Tech Services and they said they do.*
- **Printing on Campus** – A couple of things:
  - Do students have permission to use the Print Shop in the Admin Building for oversized prints? (We heard that the oversized printer is no longer in Adela's office.)
  - Minor confusion about Dahill and Xerox but the faculty do not know enough yet to have the questions they want to ask.

CHASS

- User agreement to have e-mail on faculty's personal devices has caused concern.
- Classroom computers (at least the ones in the Administration Building) enter sleep mode after ~15 minutes of inactivity. Reported at last ATAC meeting.

General Questions and Concerns

- One new challenge is the issue that students emailing through Blackboard no longer have a name attached to the email. I encourage students not to use it for that reason.
- What is considered required "UIW files" (in reference to OneDrive and uploading UIW files)

PH.D. Faculty Concerns

- Second monitor for those who do significant qualitative and quantitative data analysis
- License for Qualtrics for online survey development and distribution.
- Access to Optical Mark Reader Software and a self-feeding duplex scanner and computer for data input
- Access to Atlas ti and M-Plus
- Access to a transcription software (e.g., Dragon)
- Better online access to Journal Articles