Academic Technology Advisory Committee
Meeting: February 20, 2018
Nursing Building 142 3:00 pm to 4:00 pm
Minutes

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

Meeting called to order at 3:00pm.

I. Participants were introduced**.**

II. Meeting minutes of November 20, 2018 were reviewed. Dr Cheryl Anderson motioned for approval. Mr. Michael Clayton seconded. Minutes were approved unanimously**.**

III. **Discussion** of the needs of the Faculty of each school for instructional technology support. (See submitted list**).**

Rosenberg School of Optometry (Dr. Pizzimenti)

1. Multi-task printers – scheduled for installation in March

Physical Therapy (Dr Crocker)

1. ExamSoft integration with Blackboard – alert Help Desk of every issue. Resolving issues frequently involved ExamSoft Support but UIW Blackboard support needs to know of any problems.
2. Qualitative analysis software – Dr. Anderson will work with new Director of Instructional Technology to set up a work group to investigate choices for both faculty and students.
     i. ****Contact Dr. Cheryl Anderson if there is someone that should be included as a rep of your school to review the potential qualitative analysis software.
3. OrgSync has been purchased by another company. Future pending. Individuals most familiar with operation could be Paul Ayala, Student Activities Director or Ricardo Gonzalez of Ettling Center - Ettling Ctr is primary owner of software.

Ila Faye Miller School of Nursing & Health Professions (Dr Dols)

1. Connectivity issues are scheduled to be fixed through technology/equipment replacement.
2. Computer lab in Nursing building will be returned to IT oversight.

HEB School of Business and Admin (Ron Washington)

1. SEC equipment is controlled by the SEC building manager, rather than IT. Contact Mark Papich for assistance with equipment for the SEC.
2. Connectivity issues will continue to be explored in Gorman to determine WiFi issues.

IV. Privacy and security of accounts on One Drive is determined by a complex security process. As always, IT system administrators of specific enterprise systems such as O365 and others, are kept at a minimum to maintain operations. Access to systems is on an "as needed" basis and audits by an outside agency are conducted annually to ensure appropriate and limited access is maintained.

V. **Updates   Lisa Bazley**

a. Brian Anderson was introduced as the new Director of Information Security
b. Electronic Document Platform – DocuSign and Adobe are finalists, decision to be made by end of semester.
c. Eduroam membership plans – Visit Eduroam.org to see world wide access on university campuses.

VI. **Updates   Dr. Cheryl Anderson**

a. Interactive Classroom Response Systems – Criteria for selection established. Poll Everywhere, Socrative and Top Hat are being considered. Committee had Poll Everywhere demonstrated. Next demo will be Top Hat on March 23rd.
b. Blackboard upgrade has caused some issues, which are being addressed with upgrades done by the vendor. Next upgrade is March 9th.

c. Dir, Instr Tech & Instr Tech/Bb Admin positions pending hire.

VII. Updates   **Neil Schroeder**
   a. Set-up fix for classroom computers going to sleep after 15 minutes – Fixed in November. Operational.
   b. Printer replacement schedule is on track.
   c. Connectivity issues – SNHP scheduled for replacement, followed by School of Optometry.
   d. Refresh processes are being streamlined and will be more rapid and standardized.

Meeting ended at 4:00pm.

Rosenberg School of Optometry (Dr. Pizzimenti)
2. RSO needs multi-task printers (already approved)

Physical Therapy (Dr Crocker)
4. Ongoing issue with ExamSoft integration with Blackboard
5. Faculty need access to qualitative analysis software (i.e. NVivo or other software), possibly university wide solution (Citrix or Vlab?)
6. Question concerning OrgSync training / assistance or UIW contact person / superuser at UIW

Ila Faye Miller School of Nursing & Health Professions (Dr Dols)
3. Connectivity issues in classrooms.
4. Computer lab updates. Will return to IT control of updates winter break, summer, and as new versions of software needed.
5. Some issues with IP conflicts for conference room equipment.

HEB School of Business and Admin (Ron Washington)
3. Need for a wall connector (HDMI cord) in the SEC for a laptop (at the very least) and/or a dedicated computer for presentations. Often student groups, for example, the Business Club, will have an outside speaker who may bring a flash drive only. Although someone may have a laptop, this has not always been the case.
4. WiFi in 118 only intermittently works with student PCs
5. What is the privacy and security of accounts on an individual's One Drive? Who has access to the information?