

ACADEMIC TECHNOLOGY ADVISORY COMMITTEE**September 20, 2018 11:30am-12:30pm****NB 142 & Zoom: <https://uiw.zoom.us/j/616791258>**

MEMBERSHIP		
MEMBER	SCHOOL	TITLE
Ms. Lisa Bazley	Information Resources Division	Vice President, Information Resources/CIO
Tracey Mendoza	Information Resources Division	Dean, Library Services
Kathleen Bottaro	Information Resources Division	Director of Instructional Technology
Mr. Neil Schroeder	Information Resources Division	Sr Director of Digital Infrastructure & User Services
Ms. Ana Gonzalez	Information Resources Division	Director of Academic Technology & Support – SOM
Brian Anderson	Information Resources Division	Director, Information Security, Infrastructure
Dr. Glenn James	Provost Office	Associate Provost for Institutional Effectiveness
Dr. Carlos Garcia	SMSE	Dean School of Math, Science, & Engineering
Dr. Denise Staudt	DSE, High Schools Rep	Associate Provost and Dean of Education
Dr. Susan Hall	Center for Teaching & Learning	Director & Professor, Teacher Education
Dr. Tisha Harding	CHASS	Faculty; Associate Professor, English
Dr. Lucretia Fraga	Dreeben School of Education	Faculty; Assistant Professor, Teacher Education
Dr. Ron Washington	HEB School of Business and Admin	Faculty; Assistant Professor, Business Admin
Dr. Jean Dols	Ila Faye Miller Sch of Nursing/Health Prof	Faculty; Associate Professor, Nursing
Dr. Rosa Cardenas	Sch of Math, Science and Eng	Faculty; Assistant Professor, Physics
Dr. Paulo Carvalho	FEIK School of Pharmacy	Faculty; Associate Professor, Pharmacy
Dr. Joseph Pizzimenti	Rosenberg School of Optometry	Faculty; Professor, Optometry Instruction
Dr. Amy F. Crocker	School of Physical Therapy	Faculty; Assistant Professor, Physical Therapy
Juan M. Gonzalez	EAP: Sch of Professional Studies (SPS)	Faculty; Assistant Professor, Psychology
Dr. Diana Garza	EAP: Sch of Professional Studies (SPS)	Faculty; Associate Professor of Business
Mr. John Champion	School of Media & Design	Faculty: Instructor, Computer Information Systems
Mr. Michael Clayton	Graphic Design	Faculty: Associate Professor, Computer Graphic Arts

I. Welcome & Introductions**Jean Dols****II. Review/Approval of the Meeting Minutes****Jean Dols****III. Should UIW re-institute a laptop requirement for all students?****Lisa Bazley**

- Should the requirement be applicable for all schools or selected academic programs?
- How will the requirement facilitate and/or change curricular activities?
- What 'is' success and what type of support will ensure that success?

IV. Digital Infrastructure and User Services**Neil Schroeder**

- Office 365 Annual Renewal of Groups
- A/V Installation Updates
- Upcoming Office upgrade
- Automatic device reboot scheduled for this weekend

V. Information Security & Infrastructure**Brian Anderson**

- Email Quarantine
- Email Retention
- Awareness Training

VI. Instructional Technology**Kathy Bottaro**

- Poll Everywhere - Classroom Response Launch

- b. Qualitative Research Software Update
- c. Adobe Sign – Digital Signing Software Launch
- d. UIW.edu Web Redesign Update

VII. Library Services

Tracey Mendoza

- a. Intellectual Property & Media in Courses
- b. 2018-2019 UIW Library Initiatives

VIII. Updates

Lisa Bazley

IX. Proposed Future Meeting Dates

Dr Jean Dols & Kathy Bottaro

- a. Wednesday November 7 11:30am – 12:30am NB 142 & Zoom
- b. Thursday February 21 11:30am – 12:30am NB 142 & Zoom
- c. Wednesday April 17 - Location TBD & Zoom

MSE Faculty Vision of Classroom Technology to Support Teaching

- **Dr. Rosa Elia Cárdenas / Dr. Carlos Garcia**
- Consulting an expert to discuss classroom technology approaches from other institutions would be beneficial before implementing university-wide instructional technology changes.
- Projector screen placement needs to be done carefully. White boards and screens need to be used simultaneously. In many classrooms the projector screen is placed over the white board and limits board space. Reconfiguration of the projectors and white boards is necessary in these cases. The consultation of a technology design expert may be required.
- "Clickers" and software should be made available for classrooms.
- Smart Boards would be beneficial in some classrooms.
- The connectors and or adapters (VGA or HDMI) needed to use the AV equipment in classrooms should be included with the laptops issued to us.

Other IT Concerns:

- Part-time faculty need to have computers in their offices. In addition, their time on campus is very limited, so having a shared printer in each part-time office would be beneficial.
- During the printer visit, the needs of the Nutrition faculty were not discussed.

School of Media & Design

- **John Champion**
- From our end of the spectrum we find a long term need for the ability to share large files, 4GB or larger, over the local network is becoming necessary.
- Currently pulling such a file using OneDrive can take ten minutes or longer and then after the student saves whatever changes to the file that they have made, it could take in excess of ten minutes to upload that same file back to the online repository.
- CIS/CSEC has its own file server but for our planning needs, the ability of students to share large audio/video/other file types amongst themselves while they are on campus is growing.
- It would make sense to have a local file storage for temporary storage of such files. This would reduce bandwidth demands to the WAN and reduce latency as well.

EAP

- **Dr. Juan M. Gonzalez**
- One "trend" that is likely to take hold is to offer more "synchronous" online classes and/or programs for which courses are offered via a virtual classroom provided to students who prefer to study "synchronously," but recorded for students who must study asynchronously. Universities benefit by being able to combine synchronous and asynchronous student groups into one class, which saves money for new programs, small classes, teaching out old programs. Is this possible to be offer and/or maintained at UIW?
- NW Campus Classroom #12 has the synchronous system with mics.
- Possible considerations should be use of Zoom and/or Echo 360 for lecture capture as is done at School of Pharmacy and SOM.
- Out of space on campus, may need more virtual space.

HEBSBA

- **Dr. Ron Washington**

IT support for teaching in the future.

- The faculty continues to believe a solution to the purchase of issued systems can be resolved by allowing some form of purchase agreement whereby faculty can purchase their systems after a set period. If the committee could propose an acceptable price point that would allow those would like to purchase their systems to do so could be a reasonable resolution. We also like to know the current refresh cycle for issues systems.
- The HEBSBA faculty would like to propose a dedicated IT support team to address specific IT issues associated with the school. It is our understanding that other schools may have something like this in place now.
- An important issue for faculty is the number of outlets in the classroom for students to plug in their laptops. This may be a facilities issue but its relation to the use of systems in the classroom is relevant and we would accept any inputs the ATAC could provide.
- Faculty remains concerned about the transparency of communication between IT and faculty as it relates to email/Onedrive privacy. We suggest a member of the IT department be made available for the next HEBSBA faculty meeting in May if possible.

I will provide additional feedback from a survey of faculty concerning IT resources within the department. This was an interoffice survey designed only to obtain consensus amongst faculty on those tools and methods needed to be productive within the classroom. I will have the final results on Monday.

- Faculty would like an open discussion on the email status of students after graduation. Currently it is being suggested by IT that following graduation the graduate will have access to their email for 8 months. However HEBSBA wants to be able to access former graduates through their emails going forward. A suggestion was made to change the email from student.com to alumni.com. This contact would help in obtaining internships, speakers, mentors, etc. Neil relayed that the final policy was in staffing through all UIW leadership and that there had previously been discussion with alumni affairs and other offices and that actual usage by former students was very limited despite any perception otherwise.
- Additional system monitoring is needed as hard drives are filling in the classrooms. One classroom only had 1 mg of available space on a 120 GB drive. This effort was discussed as part of a summer time clean up of the existing image that will be conducted.

DSE

- **Dr. Stephanie Grote-Garcia/Dean Staudt**
- The DSE faculty commented that the learning spaces of the future will reflect a commitment to and be designed for learner centered, collaborative learning opportunities. In support of this, classrooms will likely be active rather than passive oriented, have flexible designs and furniture configurations, high bandwidth and communications capability, technology to support information search, creation, display, capture and/or collection, storage and analysis and incorporate AI for virtual experience and simulation (among other things). The spaces will probably be designed to be maximally adaptable in order to keep up with changing technology and advancing andragogy. In addition, the learning spaces will most likely accommodate and incorporate learner-based in addition to location (i.e. classroom/lab) based technology.
- Of course, training will also be needed for faculty.
- Ability to wander with tablet may also be helpful.

Ila Faye Miller School of Nursing and Health Professions

- **Dr. Jean Dols**

- SNHP envisions classrooms that support simultaneous classes supporting both distance and in-class learners enabling lectures, discussions, and visualization of all students and faculty in the classroom. Small group discussions could be held in the same classroom with microphones and video visualization. In these classrooms students in both situations would be able to see PowerPoint slides and writing on the whiteboards. Students at a distance would be able to write in a manner that can be seen in the classroom.
- Document camera and tablet that can be used to transmit information to distance learners may also be helpful.

Physical Therapy

- **Dr. Amy Crocker**
- Alumni access to email is needed by PT so that the school can have access for clinical sites.
- School would like 1 site online or some resource where information about all software available specifically in VLAB is listed. They tried to use Qualtrics and didn't know what it was or if they could login.
- Assistance is needed to make the search view for shared/onedrive user-friendly. Results for searches were not returning all expected results.

FEIK School of Pharmacy

- **Dr Paulo Carvalho**
- Pharmacy does not have an extensive online education program
- Echo 360...FSOP is trying to use more aggressively. The lecture capture is very good but the rest of the capabilities are not that great and widely used.
- Pharmacy has been using poll everywhere.

Graphic Design

- **Michael Clayton**
- Power ports can be shared. He did not believe that there is a wide spread issue with power but that staff should communicate.