

## ACADEMIC TECHNOLOGY ADVISORY COMMITTEE

Monday, February 4, 2019 11:00am-12:00pm

NB 142 & Zoom

### Minutes

**Present:** Lisa Bazley, Kathleen Bottaro, Neil Schroeder, Ana Gonzalez, Brian Anderson, Dr. Glenn James (Zoom), Dr. Carlos Garcia, Dr. Denise Staudt, Dr. Jean Dols, Dr. Ron Washington, Dr. Paulo Carvalho (Zoom), Juan Gonzalez (Zoom), Dr. Diana Garza (Zoom), Michael Clayton, Dr. Amy Crocker (Zoom), John Champion

**Absent:** Tracey Mendoza, Dr. Tisha Harding, Dr. Susan Hall, Dr. Lucretia Fraga, Dr. Rosa Cardenas, Dr. Joseph Pizzimenti,

Meeting called to order at 11:00am.

- I. Participants were introduced.
- II. Meeting minutes of November 7, 2018 were reviewed. Ana Gonzalez motioned for approval. Michael Clayton seconded. Minutes were approved unanimously without revision.
- III. Discussion of Strategies for Effective use of Zoom: Dr. Jean Dols
  - a. Add camera to standard computer package for each school.
  - b. Requiring participants to use their camera.
  - c. Assign/Volunteer individual to assist the chair to watch for raised hands.
  - d. Change of culture needed to move forward.
    - i. Advantages: reduction in travel time, able to schedule appointments back-to-back in different locations through Zoom attendance,
  - e. Consider separate rooms for small group discussion in classes.
  - f. Book the appropriate room: size of room matters – larger rooms may be more difficult, carpet absorbs sound.
  - g. Encourage the university to have support departments provide services through zoom/online which they offer in-person, e.g. human resources
  - h. Consider using a backscreen to create a different setting, e.g. for individuals who do not want others to see a “messy” area.
  - i. Consider establishing rules regarding attendance for in-person classes that include ability of student to zoom into 2 classes a semester without a physician note.
- IV. Digital Infrastructure and User Services: Neil Schroeder
  - a. RingCentral: Ring Central will be installed late March 2019-April 2019. See attached handout. New phones will replace current phones and services. New phone service will also include ability to accept faxes, no long-distance charges, processes to establish rules enabling calls to automatically transfer to cell phone, and voice mail will go to email with best effort transcription. Hourly employees will need reminders that transferring calls to their cells outside of normal business hours is not approved for overtime.
- V. Instructional Technology: Kathy Bottaro
  - a. Blackboard Contract Renewal: Blackboard contract expires 5/2020. Canvas has been set up for Dr. Tisha Harding and Michael Clayton. Additional individuals will be asked to participate in a pilot. Canvas is now the market-leader. A sandbox will be set up this spring with a pilot Fall 2019 and a decision Dec 2019.
  - b. Website Launch: The new website facing the community will be launched February 2019 with the latest changes in place.
- VI. Instructional Technology: Ana Gonzalez
  - a. Quality Matters: The quality matters template is being reviewed. The template, which helps student by providing a consistent course structure, is not used consistently by the faculty. Dr. Dols mentioned that the Graduate Nursing school has piloted an online course Peer/Dean evaluation tool. She will share with Ana Gonzalez.
- VII. Updates: Lisa Bazley
  - a. Eduroam: Share with departments that free, unlimited Global WiFi roaming is available at universities participating in Eduroam. To connect to WiFi at any participating university in the U.S. or abroad, simply login with your UIW login and password. It provides a secure syndication through UIW.

- b. Grades First/Confirmation of Attendance: After investigation, it has been discovered that currently only a one-way confirmation of attendance can occur.

#### VIII. New Items

- a. TCEA Exhibition: Kathy Bottaro is facilitating attendance at the TCEA Exhibition Day to enable the faculty to see the newest technology. Several faculty stated that it has been a very effective method of seeing demonstrations of the technology over the years. Funding will be provided by IRD.

#### IX. Meeting Dates

- a. The next ATAC meeting is scheduled for Monday April 15, 11:00am-12:00noon – NB 142 & Zoom <https://uiw.zoom.us/j/3100117944> .