Instructional Technology Committee Meeting Minutes
Wednesday, February 12, 2014
OIT Conference Room, Morgan Hall
11:00 A.M.

Present: Simon Baev, Jan Boesten, Gary Fisk, Becky Gee, Chadwick Gugg, Royce Hackett, Jonathan Hobbs (I.T. assistant invited by Royce), Svilen Kostov, Anthony Lasiter, Bob Slenker

Agenda Items:

- **Minutes of 11/07/2013 meeting are adopted:** Jan motions, Chadwick seconds.

- **Develop working group to review and recommend a synchronous online technology:**
  One of our spring tasks is to form a working group for making a recommendation about synchronous online teaching software (Blackboard collaborate, WebX, Lecture Capture, Clear See, etc). Royce has a list of potential members from Dr. Adler including Gary, Simon, Becky, Jonathan, Bob, Gavin Bernstein, and Ru Story-Huffman. Additional interested parties are welcome. Jan volunteers.

  Discussion ensues on online learning products. Royce states that we have D2L and that it supports a wide range of functionality for online and face-to-face instruction. It is noted that the Board of Regents uses WebX for online meetings and desktop sharing. Any member can be a presenter and in control of the system.

  As we look at ways to enrich and maximize the online learning experience, what is needed beyond D2L? Royce has met with Dr. Adler on this topic. We need to define our needs and look at options. It is stressed that we need to work strategically as an institution versus ad hoc approaches and individual schools within the university augmenting their own systems. This is a pivotal reason for forming an online technology working group.

  Jan has used WIMBA as an online tutor. He would wait for students to log on and connect with a camera optional. He used the software as a whiteboard with a small time delay. WIMBA worked well in his opinion, especially since writing math is easier than typing it. Svilen asks whether WebX has a whiteboard. Royce is not sure. Gary notes that we can look for a whiteboard feature if it is useful. Royce adds that D2L has additional technology such as capture available for purchase. The School of Business uses Lifesize for video conferencing with up to 20 people. The system supports sharing of files like Excel and handwriting if you have a tablet.

  Royce remarks that WIMBA costs on the order of $27,000 a year for the license. He adds that decisions on that kind of spending are at the level of Dr. Blanchard, Dr. Adler, and Mr. Cody King.
A key question is what is strategically important to compete with rival institutions. We can recommend, but they decide. Jan adds that people must develop material right. What support issues are there in order for faculty to leverage technology?

Attention turns to the working group being formed. Royce indicated that the provost has empowered the group to move in a unilateral direction. The group must look at software for their next meeting. Royce states we must find a way to poll the institution for what they are using and what their needs are. Gary asks Royce to set a meeting for the group in approximately two weeks.

• Instructional Technology Plan: Feedback and Discussion:
  Fisk has spoken with Adler, Hackett, Lasiter, and Hartsfield regarding an IT plan. GSW had an IT plan around 1997 when we had satellite TV, VCRs, and model classrooms. In 2002, a reorganization occurred and the IT plan faded. This fall, IT will be audited. Informal IT plans have been developed. We now require a formal document.

  Gary Fisk, in consultation with the parties above, has developed a draft IT plan which he shared by email with committee members prior to this meeting. Royce praises the draft. He adds that Gary has incorporated his suggestions, and that the IT plan is a document that will be revisited each year.

  For item 2 under Processes (student technology fee), Royce indicates that a BOR link is needed as they have control. Royce focuses on 2e and explains that student technology fee expenditures are done with the input of a governance body (ITAC student technology fee subcommittee) consisting of at least 50% students. He emphasizes that the body advises only. Historically, our committee reviews/oversees the budget each year. Royce, as CIO, has authority. In the past, there has been difficulty getting enough students to make the 50% mark, despite invitations to student government and meetings open to the student body. Royce explains that currently all students paid out of student technology fees (such as lab assistants) are required to attend student technology fee meetings. This has had the added benefit of bringing to the meetings students who are familiar with the computing/printing needs of the student body. It has led to better feedback and print management (such as printing caps).

  In 4a, a link to an explanation of student technology fee use will be provided.

  A further discussion occurs for item 2e. Having the VPAA approve student technology fee proposals would be new; currently, the VPAA is only informed (via minutes, for example). Fisk motions to approve the current draft of the IT plan with the change in 2e of having VPAA only informed of student technology fee proposals. The motion is passed.
• **Updated ITAC description for the Faculty Handbook:**
  Fisk has talked with Dr. Adler and prepared for us a copy of the ITAC description from the faculty handbook with edits. Changes include the removal of TV 8 and distance learning oversight. Fisk recommends that we as a committee focus on the technology of distance learning rather than its pedagogy or assessment.

  Fisk and Hackett emphasize that GSW needs a dedicated distance education pedagogy/policy/standards/assessment/teaching committee apart from ITAC. Dr. Adler has been briefed and agrees to the changes as well as the need for a new distance learning committee. Currently, each School sets its own online educational policies.

  Royce has discussed GSW TV with the President’s cabinet. Oversight will move out of the charter. A team consisting of Stephen Snyder, Royce Hackett, and Bob Slenker is working to enter into a new contract in which University Relations and the City will oversee GSW TV. The old contract is expired. The President’s cabinet is in agreement with the changes proposed by Fisk and Hackett. Jan motions to accept changes to the charter. Svilen seconds. Fisk believes that the changes go to the Faculty Affairs Committee, then to the Faculty Senate. Hackett and Fisk will attend a Senate meeting at an appropriate date. Hackett went to two Faculty Senate meetings in December.

• **Year-end expenditures of Student Tech Fee money:**
  Royce reports. There is $34,115 left for salary for student lab assistants; we are in good shape through the end of the fiscal year. Student funds do roll over year-to-year, unlike general BOR money. A deliberate strategy is to spend all, but we usually have a little left over. Royce adds that the current leadership is diligent in the use of fees and in adhering to guidelines. Also, $17,667 is potentially left for repairs, monitors, and printing paper. Royce recommends holding on to this to use as needed.

  Royce reports on site licenses for Adobe, Microsoft, etc, as well as virtual desktop and computing environments. VDI virtual desktops had problems if all (40) were logged into at the same time. A problem with the virtual server would mean that a whole classroom was down. VDI has been pulled out and workstations reintroduced.

  Day-to-day expenditures, p-card, and supplies are discussed. What is left: approximately $22,947 for ongoing expenses. Jarrett and Anthony will present an expenditures plan for this August at our next meeting. Royce will offer Budget Review Committee information.
• **Additional Business:**
  Gary inquires about our H-drive policy. Royce reports that Tim Faircloth is working on this. An update on this as well as dropbox policy and third party document storage will be on the agenda for our next meeting.

• **Meeting Adjourns:** 12:04 P.M.