

1 Meeting Logistics

Item	Description
Date	Friday, January 25, 2019
Time	10:00 AM
Location	Zoom

2 Attendees

Role	Name
Facilitator	David Hoyt
Note Taker	Carol Harber
Other Participants	Mervat Karout, Dustin Potter, Heather Webb-Losh, Ann Blackman, Julia Wickett, Kathy Fant, Mark Garcia, Michelle Millen, Kelly Martin
Not Attending	Michael Dickson, Doug Willis, Shane Ammons

3 Purpose

- Medium for communication between Information Technology and Academic Affairs on the current and new uses of technology for instruction to plan for the appropriate support infrastructure
- Research and discuss upcoming trends in instructional technology
- Identify, evaluate and recommend for implementation new instructional technology
- Review and revise procedures and parameters for technology usage
- Identify standard interfaces for instructional technology
- Review effectiveness of instructional technology
- Communication of committee decisions to the College community

4 Agenda

Topic	Owner	Minutes
Syllabus Management System Update	M. Karout/ H. Webb	Mervat met with Jon Hardesty about syllabi and the need to define sections that will be in all syllabi. The sections that need to be locked from modification in Concourse. The layout has been established by the Deans and ready to implement. Concourse will meet with IT to double check integration. Noted it would have been nice to have input from some faculty on the sections of the syllabi that would be locked from update. For the CV usage from Concourse, all of the data is not updated in Banner to pull into the CV at this time. Next step is to work on budget and purchasing.
ECAR Student and Faculty Survey	H. Webb	Student and Faculty are both surveyed this year. Will start the week after Spring Break and close the first week in April. A notice about the survey will be published in Canvas. A note to faculty will go out announcing the faculty survey and requesting they promote the student survey in their classes.
Faculty Technology Committee Update	M. Karout	1) Students use of OneNote and 365. Clay Randall has requested that his student have access to OneNote. He has demonstrated his desired use of it to Mervat. Do we migrate students to Microsoft without mail from Google? What is the best way for faculty to interact with students? He can set share settings in OneNote and that might help. Cannot tell who interacted unless they sign their name. In Plano ISD they have full access to Microsoft. Time to revisit and possibly make a decision on a platform.

Topic	Owner	Minutes
		2) VoiceThread https://voicethread.com/ for online classes. Voice instead of written interaction on videos. Can we add it to Canvas? Mervat will send to IT and the eLC and they will do some research on it. More dynamic software than currently available in Canvas.
Environmental Scanning	All	Those who use office.com to read email, Microsoft will be adding the ability to try new interface in the next week or so. ELC has received requests to not just record events, but to live stream those events (lectures, etc..) They have purchased a Slingstudio for live streaming support. They now have the capability to live stream multi-presenter events. Traci Ramsey event will be the first trial of the software. Do we have to close caption live streams? Need to check ADA requirements.
Projects In Progress Review	All	
Action Items	All	
Other items	Michelle M.	Publisher course submitting via phone. Have been a couple of issues, but were found to be user errors. Settings were updated and issue corrected. Statement from Cengage memo stated students cannot be successful in this class by submitting work on their cell phone. Good to know that particular publisher has an issue. Will need to keep an eye out since we are moving forward on the Online Campus. Cengage is a large publisher, not a fringe publisher. Important that our faculty understand the student role and understanding.
Next scheduled meeting	All	Friday, February 22 nd @ 10:00 am via Zoom

5 Action Items

Action Item	Owner	Status/Update
Lock Down Brower	Heather W./Ann B.	Respondus Lock Down Brower at home has been requested. Do we support it? It was noted that it gives a false sense of security during exams.. Ann attended a webinar this week on this. Respondus stated that it is only for use in a proctored environment. It is installed in testing centers and few classrooms. We also have 200 seats for Respondus Monitor (records video of an online exam for review by the faculty member). Michelle reached out to accreditation agencies and is trying to see where they are on the process. They want identification verification. ProctorU offers this task. Adding photos in Banner would be very useful. The discussion on the costs of proctored tests was discussed. It will be discussed as we move forward with the Online College.

6 Projects in Progress

Project	Owner	Status/Update
Canvas Submitting Grades to Banner Update	M. Garcia	Implementing Ellucian iLP for Canvas for real-time updating of students and faculty and submitting grades.

Multi Factor Authentication Invitation	D.Hoyt/A. Blackman	No updates at this time. With onboarding of Chief Innovation Officer, this item will be re-evaluated.
ADA Compliance for videos	A. Blackman	Francis Choy has completed ADA compliance training on this aspect for videos.

Waiting for additional information, **In Progress**, **Follow-up** Needed

From: Ann Blackman

Sent: Friday, January 25, 2019 1:35 PM

To: David Hoyt; Mark S Garcia; Heather Webb-Losh; Kelly Martin; Kathryn Fant; Mervat Karout; Dustin Potter; Julia Wickett; Gary Hodge; Shane Ammons; Douglas (Doug) Willis; Michelle Millen

Subject: follow up to today's iTech meeting

Hi All,

re the direction for students to not use their phone for accessing course content:

I've checked with the Instructional Designers and looked through the eLC Daily Log and we do not have recollection nor record of this kind of issue. That certainly doesn't mean it doesn't exist. I will send out an email to faculty and deans next week reiterating the difference between content created in Canvas vs other tools. I will also provide them a survey and ask them to request their students provide feedback: We will be asking if they've submitted assignments using their phones, if they've had problems, etc. If any faculty are having issues like this, I'll also encourage faculty to make an appointment with an eLC staff member to test things out and troubleshoot. Last, we will send an email to all publishers faculty are currently using and ask for a response re any potential issues or warnings re the use of cell phones. We'll share that data as soon as we have it.

re any requirements of providing closed caption for live-streams:

It continues to be pretty ambiguous. I had my iTechs check into this. To our knowledge, there is no current set requirements aside for live-stream events other than "make your best efforts", but there are many active lawsuits going to court as we speak because of the ambiguous nature of it. We will be testing this out next week as we learn how to live-stream: <https://support.google.com/youtube/answer/3068031?hl=en>

[Live caption requirements - YouTube Help - Google Support](https://support.google.com/youtube/answer/3068031?hl=en)

support.google.com

At the bottom of the Ingestion Settings tab, there is a Closed Caption section. Select the Embedded 608/708 item in the dropdown menu. Hit Save.