

1 Meeting Logistics

Item	Description
Date	Friday, February 16, 2018
Time	10:00 AM
Location	Zoom

2 Attendees

Role	Name
Facilitator	David Hoyt
Note Taker	Carol Harber
Other Participants	Ann Blackman, Mervat Karout, Julia Wickett, Kathy Fant, Doug Willis, Dustin Potter, Shane Ammons, Andrew Marcontell, Kelly Martin, Ben Miro, Brad Hennigan
Not Attending	Gary Hodge, Mark Garcia, Heather Webb-Losh

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
Turnitin/Vericite direction	D. Hoyt	Turnitin bought Vericite. We will wait to see what occurs. Faculty Technology committee has decided to not pursue Vericite. Limited functionality is the issue with faculty. Vericite is good through November and Turnitin through October 1. Dave stated that we will not renew both. Ann is changing wording on eLC Faculty resources pages to remove the word "recommended" for Vericite. Let the faculty have the choice since we still own both. Mervat does not want the faculty to start using Vericite if it will go away soon. Suggestions to put the language concerning the buyout and that we are awaiting merger results. Ask the Discipline Leads to get the word out. Dave will ask Heather for options on finding out who is using Vericite.
Deleting Old Terms Update	D. Hoyt	<ul style="list-style-type: none"> • Summer Pilot has been deleted • Email to faculty on deleting Fall 2016 sent on 2/14 • Fall 2016 Courses to be deleted on 03/05/2018 • eLC sent email on how to back up the courses

Topic	Owner	Minutes
Faculty Technology Committee Update	M. Karout	Discussed the lack of options on Vericite – would like to stay with Turnitin. Some faculty are concerned that Canvas sent student evaluations to students who were not active in the course and those students gave the professors a bad evaluation. Problem is the evaluation tool does not take account active and inactive students. Dave will talk to Tom Martin’s group about settings for the evaluation tool. Online classes – the tests – most faculty are not using ProctorU. Mervat believes a lot of students in online classes are cheating and not being caught in courses where the professor is not using ProctorU. She recommends that all online professors use ProctorU and the College pay for it through fees. Julia and Dustin disagree. All online students would be charged at enrollment a fee for ProctorU. Dave asked if this been brought to Faculty Council – Mervat responded not yet. Dave will share it upwards.
Environmental Scanning	A. Blackman	Canvas has a lot of new initiatives. Looks very promising. More users friendly.
Projects In Progress Review	All	
Action Items	All	
Other items	All	Do we have option for Microsoft Office for Students? The college does not provide, but as a student they should have access to similar tools via the Google Docs. You just need a .edu email to get Office from Microsoft. Brad sent the following link: https://products.office.com/en-us/student/office-in-education It was also noted that students can download from Google Docs and converting to .pdf and then submitting via Canvas. The student could also share in Google Docs. Mervat has had success with Cute PDF. It “prints” to PDF. http://www.cutepdf.com/
Next scheduled meeting	All	Friday, March 23 rd @ 10:00 am via Zoom

5 Action Items

Action Item	Owner	Status/Update
Investigate discounted PC service for students	H. Webb-Losh	Follow up with HR on Dell Discount for Employees.

6 Projects in Progress

Project	Owner	Status/Update
Vericite Implementation	D. Hoyt	See above
Canvas Submitting Grades to Banner Update	A. Blackman	Kelly used and it worked, but Kathy used and it did not work for her. More could not get it to work than those that did.

Multi-factor authentication for Associate Faculty	A. Marcontell	<p>Large influx of phishing, we implemented multi-factor authentication for Office365 accounts for associate faculty, part time staff and student assistants. It won't ask for the secondary authentication on campus computers or through VPN. Dustin has been asked for authentication from a podium – Shane will check into it.</p> <p>It is an ongoing fight that we deal with every day. We might have some Associate Faculty who might struggle with the process. Can we let the Associate Faculty and those involved the reason why it is being implemented?</p>
ECAR Student Survey	D. Hoyt	<p>We are sending it out week of March 5th and it closes on April 20. Will advertise via Canvas to hope to get more results from students. It is a long survey.</p>

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