

1 Meeting Logistics

Item	Description
Date	Friday, May 3, 2019
Time	10:00 AM
Location	Zoom

2 Attendees

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

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	H. Webb/D. Hoyt	David gave an update on the Syllabus Management System. Heather and Mary Barnes-Tilley are working frantically on implementing Concourse for fall 2019. An email will be sent when timely regarding moving to Concourse. It basically compartmentalizes the syllabus. College-wide portions, departmental portions and then section specific portions for the instructor. Concourse will also do CVs; the plan is to replace the House Bill 2504 website that we currently have. There will be more information coming soon. Heather and Mary will reach out to Mervat. Mervat wants to talk with the faculty committee since they did not realize this would be implemented fall 2019.
Faculty Technology Committee Update	M. Karout	No updates.

Topic	Owner	Minutes
Environmental Scanning	All	No updates.
Projects in Progress Review	All	David discussed moving students to Office 365; he will add this to the next agenda for further discussion. He said the plan is to move from Cougarmail to collin.edu for fall. Current students will be synched between the two systems for a period of time. For new students, we will create only a collin.edu email. We are looking to “flip the switch” between break in summer II and fall, around the first of August. With the ability to synch the accounts, it takes the pressure off because they won’t lose anything. We will begin by changing all the wording of “Cougarmail” to “Collin email”. All Gmail will be forwarded to Office 365 so can users can still log into google mail. Dustin commented that this is a good move.
Other items	All	Michelle said she is working with Ann’s area regarding distance learning fees so we can have some kind of verification to use on higher level courses.
Upcoming Scheduled Meetings	All	The next meeting is scheduled for 10 a.m. on Friday, July 19 via Zoom.

5 Action Items

Action Item	Owner	Status/Update
Lock Down Brower in Classrooms	Heather W./Ann B.	Mervat said she is teaching Summer I and would be willing to try the lock down browser in her classes at McKinney Campus. David said he would talk with Heather and they will get back with Mervat to plan.

6 Projects in Progress

Project	Owner	Status/Update
Canvas Submitting Grades to Banner Update	D. Hoyt	Canvas submitting grades to Banner: David said the college has purchased software to integrate the two, but staff have not been assigned to work on it. This will happen in near future. Mervat questioned how it will work with the sciences and David said he will find out. Kathy said there are continuing education students enrolled along with credit in some classes called “linked classes,” so need to see how that breaks out. David said he will find out.

Multi Factor Authentication Invitation	D. Hoyt	<p>Multifactor authentication: David reported that Shane is working on sending out an update regarding multifactor authentication and people who are not in it will be invited. We had a handful of accounts compromised before we had multifactor on them. Those who compromise are getting more sophisticated in doing this. Recently, Shelly Sheldon and Ken Lynn’s information was used; they are picking high end positions. David said these emails should be deleted if anyone gets one.</p> <p>Mark said we need to educate users on app specific passwords. David said there is a way to put in your password one time and you don’t have to reauthenticate. Mark said we should work into training that if a user is planning to switch devices, they will lose access to apps, and would have reload app on new device so they should make sure to have the phone number or other information set to recover their MFA account (e.g. cell number instead of office number.)</p>
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ADA Compliance for Videos	A. Blackman	<p>Mark will be meeting with the larger players to talk protocol. He said one ADA process has required subtitles and we have found it to be challenging. YouTube and Stream don’t have top tier in their auto captioning for ADA compliance. If faculty create videos through YouTube it is laborious, but system is streamlined to allow you to listen to your video as you caption it and it is nice in that regard. Stream will allow you to upload your content.</p> <p>Mark demonstrated links and buttons and how to set up in Canvas. He noted that MP4s and certain software allows subtitles to be added, but it is a lengthy process. Depending upon where Collin as an institution decides to go, there are other products out there for closed captioning of videos.</p> <p>Michelle said she doesn’t know if faculty are going through the videos with great scrutiny. Mark said it has been a challenge; he met with Dean of Students, ACCESS, and Blackboard a year ago to look at a product. Francis Choy at the Frisco eLC has been trained on ADA Compliance and he is going to meet with Mark’s department regarding development of institutional materials for faculty that will outline what they need to be looking at when developing videos that are ADA compliant.</p> <p>Mervat said there is an issue in that faculty has no time to work on the ADA compliance videos and Mark’s department nor the eLCs can do it. Mark suggested faculty find students in their classes to work on it. He said if we have 1,000 faculty members teaching numerous classes, it would mean tens of thousands of videos, and we need to consider this volume as we move forward. He recommended that faculty work with the ACCESS office to manage courses during semester. Even converting files takes time, but he will help as he can.</p>
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<p>ADA Compliance for Videos (continued)</p>	<p>A. Blackman</p>	<p>David asked if there was any tool from Blackboard or others that could be used. Mark said Blackboard has a tool that converts and does it on the student side, grades each page and gives a breakdown on each and feedback on issues. Blackboard boosted it has a better algorithm for captioning a couple of years ago and it should have improved since then. Mark will touch base with them. Dustin said there is a need to educate the faculty and suggested having small groups to try things out, and selling it in a positive light. Mark said on the positive side that once content is ADA compliant it just needs to be updated as content changes are made.</p>
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Waiting for additional information, **In Progress**, **Follow-up** Needed
N/A