

Information Technology Committee

Minutes of September 16, 2015 meeting via ZOOM

Julie Cascio brought the September 16 meeting to order at 10:00 am ADT

Attendees

Bill Barnes <bill.barnes@alaska.edu>, CRCSD

Falk Huettmann <fhuettmann@alaska.edu>, IAB, CNSM

Julie Cascio <jmcascio@alaska.edu>, SNRE, CES, chair

Rorik Peterson <rapeterson@alaska.edu>, CEM

Siri Tuttle <sgtuttle@alaska.edu>, CLA

Alba Ruth Prato <arprato@alaska.edu>, School of Management

Joanne Healy jhealy7@alaska.edu, School of Education

Chris Lott chris.lott@alaska.edu, elearning, ex officio

Martha Mason <martha.mason@alaska.edu>, OIT, ex officio

Not present:

Debra Kouda <dckouda@alaska.edu>, OIT, ex officio

Eric Collins <recollins@alaska.edu>, School of Fisheries and Ocean Science

New committee members are Joanne Healy, School of Education, Alba Prato, School of Management, and Eric Collins, School of Fisheries and Ocean Science. No faculty has been proposed yet from the Library.

Bylaw proposal. The Committee reviewed the proposed Bylaw Section 3, Article V: Committees, E. Permanent, 9. Information Technology Committee:

The Information Technology Committee will address information technology issues and needs affecting aspects of work in which faculty engage.

They will also be the recognized committee to work with requests submitted for consideration by the Office of Information Technology (OIT).

Members shall be appointed by the Faculty Senate President.

Appointments for Faculty Senate members are for 2 years (same as Faculty Senate tenure).

Members who are not Faculty Senators may be appointed to one-year terms.

To help ensure that perspectives from across UAF are represented, membership will consist of at least five representatives, with not more than one from each of the schools, colleges, institutes or libraries.

Representatives from OIT and E-Learning shall be ex officio members of the committee.

The committee chair must be an elected representative from Faculty Senate.

The Information Technology Committee will decide all matters by a majority vote (>50% carries a motion) of all committee members, including the chair. Committee members need to be present at the meeting in order to vote, and a simple majority of the full committee membership needs to be upheld for a vote to carry. An electronic vote by members in attendance may be held at a meeting. Ex officio members will be available to provide information but will not vote.

Between meetings, votes may be taken via email for time-sensitive issues if relevant materials are made available in time for members to make the decision. Three days will be allowed for the vote.

The committee voted unanimously to send this wording forward.

Transition to electronic course evaluations – Chris Lott provided an update.

- The summer pilot allowed faculty to add up to 8 questions. Measures of return rates and general comments from faculty were collected. A 30% decline of returns was seen, which is typical. Elearning students were also in this pilot. He will send out a memo that shows who was included in the pilot.

- The Roll out this fall will include marketing and communications. Concern was expressed about the low return rate. There has historically been a 62% rate of return on paper evaluations.

- The results did not show that disgruntled students were the ones to fill the surveys out.

It is suggested to devote time in class to promote filling out course evaluations. Students want to believe that the info given will actually make a difference and are currently uncertain that this is the case. The electronic evaluation is accessible by mobile devices. The downside of using a mobile device is that there is limited feedback. Filling it out online more feedback is provided. How evaluation summaries will be provided in the promotion and tenure process is being discussed with faculty and deans.

Rollout and maintenance of smart classrooms in budget-constrained times - Martha Mason reported.

Smart classrooms - Smart classrooms bridge geographic gaps. 75 classrooms, auditoriums and lab spaces are equipped with instructional technology at varying levels. There are four tiers. Tier I classrooms contain basic computer projection, laptop connectivity, and audio (amplification, speakers) capabilities. Tier II includes all Tier I equipment with the addition of an in-room computer, and a DVD playback device. Tier III includes all Tier II equipment plus one or more of the following: document camera, digital displays, or interactive display. Tier IV includes all Tier III plus lecture capture and/or video conferencing capability.

Maintaining Smart Classrooms is a challenge and the rooms with the most recent upgrades are in high demand. There is no dedicated Smart Classroom fund for refresh. In 2011 Chancellor Rogers initiated a \$1 Million instructional technology investment. These funds were disbursed over a three-year period to upgrade 36 instructional technology facilities on the Fairbanks campus. The Margaret Murie Life Sciences Building, completed summer 2013, adds an additional 15 state-of-the-industry Smart Classrooms, labs, an auditorium, and collaborative areas. On the Fairbanks campus there are now 5 venues equipped with lecture capture.

- The Provost routinely asks for Smart Classroom refresh funds during the budget process.
- Some Smart Classrooms are scheduled by the Registrar. OIT manages these.
- There are departmental classrooms with technology that are scheduled and funded by specific schools or departments. OIT consults on these but the funding is through the departments.
- New smart classrooms are not put on the docket very often because it is a challenge to maintain them.

IT Engagement - OIT recognizes a need to change how they engage with faculty and have an engagement initiative that includes recent IT surveys. Debra Kouda is the UAF OIT engagement specialist and works with faculty, students and staff to understand needs and seeks out IT solutions to meet those. OIT is excited to have the opportunity to participate in this IT Committee. There are plenty of innovative solutions out there, it is essential to balance innovation with standardization. Balance is the key; to not be too prescriptive but enough standardization that the solutions are sustainable

Issues around smart classroom use committee members brought up:

- Issue of background noise on the line.
- Issue of maintenance help, especially with evening classes.
- A suggestion was made to try Skype on the computer as it seems to work better than video conferencing.
- ONeil is a departmentally funded classroom. It is School of Fish. Due for a refresh but this comes out of specialized funding.
- Phone lines across the state are important. In addition to internet connections, need the phone line as well.
- Analog phone lines in remote areas are sometimes the only thing that helps.

Audio conferencing - The contracted vendor Event Builders transitioned the UAF audio conferencing service to its partner Two Rivers Conferencing. With this transition there is a new audio conferencing platform that includes a new toll-free number. This information was emailed to everyone that had an Event Builders audio number. Using the new toll-free number is the way to use the new platform. Remember to let the conference participants know about the new number and to update any calendar or other meeting invitations you maintain.

Goal is to remove barriers to get the best experience to the students.

How to proceed with these points? Martha suggests that she and Debra work with Siri and Falk to understand the issues more completely, investigate the options, and bring that back to the committee.

Lecture Capture and Video Streaming - OIT is looking at lecture capture and video streaming options and hopes to find one solution that will serve up all videos whether created through automated lecture capture, video conferencing, produced videos from eLearning, videos created by faculty, etc. OIT is targeting fall of 2016 for having a new option identified.

Martha asked if a Google Group email list would be helpful and the general agreement was that she should create one and work with Julie on how to get that into use.

Rationale of eLearning Distance Delivery fee of \$25 per credit – Chris Lott

This fee was established a long time ago as eLearning is a self-supporting unit. This fee when established was in line with UAA and UAS fees. The UAS fee has changed significantly since that time. The fee is for faculty support, design team, copyright payments, etc.

<http://www.uaf.edu/finserv/omb/uaf-program-reviews/completed-program-reviews/>

Next meeting October 21, 2015 at 10 am via Google Hangouts.