

CCRI Governance Appendix II



Governance Council Committee Meetings

Agenda

Academic Technology Advisory Committee	
Date of Agenda Posting:	2/12/14
Meeting Date:	2/14/14
Meeting Start Time:	1:30 PM
Meeting Actual Start Time:	1:30 PM
Meeting Location:	KN 4104, FL 1332, NC 200
Meeting Secretary :	Lisa Penta

Member Attendance

Committee Member Name	Title	Present	Notes
	IT	Y/N	<i>An example to include: Mr. Smith participated via teleconference from the Lincoln campus.</i>
John Araujo	Senior Admissions Officer, Enrollment Services	N	2Yr
Jerry Bernardini	Professor, Dept. Chair, Engineering & Technology	Y	2 Yr
Maggie Burke	Assistant Professor, DL Coordinator	Y (Lincoln)	N/A
MaryAdele Combe	Manager – User Services, IT	Y	2Yr
Kent Gates	Budget Specialist II, Business Office	N	N/A
Gene Grande	Senior Information Technician, IT	Y	2 Yr
Cindy Hansen	Associate Professor, Biology	N	1 Yr

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Kay Johnson	Professor, Computer Studies & Information Processing	Y	2 Yr
Donna Mesolella	Coordinator, Academic Affairs	Y	N/A
Jaime Nash	Director, Training & Development (CWCE)	N	N/A
Carol Panaccione	Professor, Foreign Languages	N	1 Yr
Bill Pellicio	Professor, Human Services	Y	1 Yr
Elizabeth Penta	Assistant Professor, Library	Y	2 Yr
Beverly Pepe	Professor, Mathematics	Y	1 Yr
Robyn Younkin	Professor, English Department	Y (Newport)	1 yr
Guests in Attendance		None	

Agenda

Old Business	
Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> Metrics Subcommittee Outcome: A subcommittee made up of MaryAdele Combe, Maggie Burke, and Beverly Pepe was formed to identify metrics or surveys needed to measure relevancy and satisfaction with student e-mail and other services related to teaching and learning with technology. If completed, this subcommittee will report their suggestions of actions to the full ATAC committee at the next meeting. 	<p>The subcommittee has not met.</p> <ul style="list-style-type: none"> Because the subcommittee has not met it was suggested postponing until the next business meeting. <p>Outcome:</p> <p>Motion made to postpone by Kay Johnson Seconded by Bill Pellicio</p>
Agenda Item 2	Notes on Discussion

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<ul style="list-style-type: none"> • Faculty Technology Development Subcommittee Outcome: We will form a subcommittee to inform faculty technology development need and advise on instructional technology programs. The members of this subcommittee are MaryAdele Combe, Jerry Bernardini, Jeanne Mullaney and several members of MaryAdele’s staff (as invited guests). Maggie Burke will see if her schedule in the Spring semester will permit her to serve on this subcommittee. 	<p>The Subcommittee has not met.</p> <ul style="list-style-type: none"> • Because the subcommittee has not met it was suggested postponing until the next business meeting. <p>Outcome:</p> <p>Motion made to postpone by Jerry Bernardini Seconded by Donna Mesolella</p>
<p>New Business</p>	
<p>Agenda Item 3</p>	<p>Notes on Discussion</p>
<p>CCRI Media Library Subcommittee Report.</p> <ul style="list-style-type: none"> • Subcommittee met on Thursday, January 30, 1:30 – 2:30 PM. <p>Action Items:</p> <ul style="list-style-type: none"> • Provide sample of poorly recorded Helix video that rendered well in another venue. • Marla will try Camtasia Relay now that files are published to the Helix server. (Marla reported that she has successfully used Relay with the Helix server on her Mac.) • Explore output formats in Camtasia Relay for editing in Studio. • Troubleshoot why the Camtasia Relay remote recorder is not working. 	<ul style="list-style-type: none"> • While some of the issues with the Helix server have been resolved (see second bullet under Action Items on left), this subcommittee has unfinished business. Specifically those issues are: 1. Faculty’s inability to create videos that can be accessed immediately and 2. The ability for videos to be made public by the user rather than being directly deposited into the user’s Blackboard account. • It was further suggested that because of the meager usage of the current system, the subcommittee should find a way to determine if the College is

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<ul style="list-style-type: none"> Develop best practices and detailed documentation for creating videos in Camtasia Relay and Studio. 	<p>meeting the Faculty’s video-producing needs; what exactly those needs are; and to devise a plan to find out (e.g. SurveyMonkey).</p> <p>Outcome:</p> <p>Recommendation made to add action items for the CCRI Media Library Subcommittee resolving the lag time, provisioning public accounts and planning a means to assess faculty video needs.</p> <p>Motion made by Maggie Burke Seconded by Kay Johnson</p>
<p>Agenda Item 4</p>	<p>Notes on Discussion</p>
<p>Bb Advisory Subcommittee Report.</p> <ul style="list-style-type: none"> Subcommittee met on Thursday, January 30, 2:30 - 3:30 PM. <p>Action Items:</p> <ul style="list-style-type: none"> Change Bb Banner query to include waitlisted enrollments. 	<ul style="list-style-type: none"> First time registering CCRI students are in Banner but not in Blackboard so if they are on a waitlist, the instructor cannot add them into a course in Blackboard. Faculty needs the control to put waitlisted first-time students into Blackboard. <p>Outcome:</p> <p>Recommendation that IT find a way to allow Faculty to add first-time enrollees into Blackboard.</p> <p>Motion made by Kay Johnson Seconded by Bill Pellicio</p>

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Agenda Item 5	Notes on Discussion
<ul style="list-style-type: none"> • John Araujo’s Term: 1 or 2 Years? Change MaryAdele’s term to 2 years. 	<p>Outcome:</p> <p>Motion made by Donna Mesolella that John Araujo be appointed to ATAC for 2 years and MaryAdele Combe’s term be changed to 2 years. Seconded by Beverly Pepe.</p>
Agenda Item 6	
<ul style="list-style-type: none"> • ITAC Updates: The following recommendations were sent to ITAC for the 1/15/14 ITAC Agenda: • DL and Hybrid Course Registration: Pop-up for students enrolling in DL and hybrid courses. Recommend adding a “pop-up” for students enrolling in online and hybrid courses that informs the student that s/he is registered for an online or hybrid course and requires that the student acknowledge it before proceeding. DLAC will write the text and will mention the possibility of on-campus testing and meetings for fully online courses. • Request for accommodations in Banner for DL students. We recommend adding a secure, confidential piece into Banner that will allow online students to share their request for accommodations with their DL faculty. We want to insure that faculty can edit the accommodation. 	<ul style="list-style-type: none"> • The governance transmittal form has been sent to IT for review; it has been suggested that the DL Committee come up with the message. • The disability services item was approved and will be taken up with IT as to how to handle since it involves multiple departments. • The FERPA item will be addressed at a future ATAC meeting by Tom Pitts.

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<p>FERPA and email: request a clarification statement from CCRI's FERPA agent. We request a clarification statement from CCRI's FERPA agent – Tom Pitts – about FERPA and e-mail.</p>	
Agenda Item 7	
<ul style="list-style-type: none">• IT Communication to Faculty	<ul style="list-style-type: none">• Specifically related but not exclusive to Blackboard: Blackboard and other college systems (email, etc.) are unavailable or are interrupted on occasion causing disruption to users, specifically faculty and students. In the case of a recent maintenance issue, faculty was given 6 hours notice that Blackboard was going to be down and this is unacceptable.• In addition, scheduled maintenance reminders are not being received by all users.• Faculty need to know if a system will be down, when it will be down, or, if unplanned, why the system was down. <p>Outcome:</p> <p>Action item: Instructors and students must receive timely notification to their CCRI email accounts when systems are going to be interrupted.</p> <p>Moved by Maggie Burke Seconded by Beverly Pepe</p>

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Agenda Item 8	
<ul style="list-style-type: none"> • Bb Course Quota Policy 	Postponed to next meeting.
Agenda Item 9	
<ul style="list-style-type: none"> • Apple iPads 	An Apple sales representative would like to demonstrate the use of iPads in the classroom and will be presenting at Professional Development Day next month. Is there interest in an iPad pilot program of some kind? (Not voted on due to time constraints)
Agenda Item 10	
Announcements <ul style="list-style-type: none"> • FERPA Webinar • Captivate Pilot • New Bb Rep & Client Success Rep 	Not covered in this meeting.
Agenda Item 11	
<ul style="list-style-type: none"> • Establish next meeting date / time 	April 25, 2014 1:30-3:00

Meeting Action Items

Action	Assigned To	Deadline
<i>Example: Posting the minutes electronically</i>	<i>Secretary</i>	<i>7 business days after conclusion of meeting</i>
<i>Example: Items approved by committee</i>	<i>Chair – forward to Senior officer</i>	<i>7 business days after conclusion of meeting</i>

Decisions Made

Decision 1	
Approved: Further action items for CCRI	Recommendation made to add action items for the CCRI Media Library

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Media Library Subcommittee	Subcommittee resolving the lag time, provisioning public accounts and planning a means to assess faculty video needs.
Decision 2	
Approved: First-time enrollees to Blackboard	Recommendation that IT find a way to allow Faculty to add first-time enrollees into Blackboard.
Decision 3	
Approved: Change in ATAC term lengths	John Araujo will be appointed to ATAC for 2 years and MaryAdele Combe's term be changed to 2 years
Decision 4	
Approved: IT notification ability during times of maintenance and/or emergency	Action item: Instructors and students must receive timely notification to their CCRI email accounts when systems are going to be interrupted.

Meeting End

Meeting Schedule End:	3:00 PM
Meeting Actual End:	3:10 pm
Next Meeting Date:	April 25, 2014
Next Meeting Time:	1:30-3:00
Next Meeting Location:	DL Rooms: KN 4104, FL 2330, NC 200