

CCRI Governance Appendix II



Governance Council Committee Meetings

Minutes

Academic Technology Advisory Committee	
Date of Agenda Posting:	4/23/14
Meeting Date:	4/25/14
Meeting Start Time:	1:30 PM
Meeting Actual Start Time:	1:33PM
Meeting Location:	KN 4104, FL 1332, NC 200

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	
Jerry Bernardini	Professor, Dept. Chair, Engineering & Technology	N	2 Yr
Maggie Burke	Assistant Professor, DL Coordinator	Y	N/A
MaryAdele Combe	Manager – User Services, IT	Y	2Yr
Kent Gates	Budget Specialist II, Business Office	Y	N/A
Gene Grande	Senior Information Technician, IT	Y	2 Yr
Cindy Hansen	Associate Professor, Biology	Y	1 Yr

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Kay Johnson	Professor, Computer Studies & Information Processing	N	2 Yr
Donna Mesolella	Coordinator, Academic Affairs	N	N/A
Jaime Nash	Director, Training & Development (CWCE)	Y	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	N	1 yr
Guests in Attendance			
Ben Leveilee			
Yen Huang			

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 style="color: red;">The subcommittee has not met. Mary Adele Combe has presented survey at Department meetings to start a baseline on satisfaction and relevance.</p> <p style="color: red;">Motion by Maggie Burke: Continuation of subcommittee approved unanimously.</p>

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Agenda Item 2	Notes on Discussion
<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. Ben, Yen and MaryAdele brainstorming on faculty training: Summer Institute in June with course refresher tracks and outcomes-based training as well as continuing individual consultations. M. Burke suggests continued discussion of combining CIT, CITLA, DL using webex, video trainings, etc.</p> <p>Motion by Beverly Pepe to continue subcommittee approved unanimously</p>
Agenda Item 3	
<p>CCRI Media Library Subcommittee Report.</p> <ul style="list-style-type: none"> • MaryAdele presented ATAC concerns about the CCRI Media Library from February 14 meeting to IT technical staff: <ol style="list-style-type: none"> 1. Faculty inability to create videos that can be accessed immediately: <ul style="list-style-type: none"> - IT is researching whether the encoding speed can be improved, but for now users will have to plan accordingly. 2. The ability for videos to be made public by the user rather than being directly deposited into the user’s Blackboard 	<p>Committee did not meet. MaryAdele took concerns to IT technical staff:</p> <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. Initially instructional support was not involved b. Helix upgrades are forthcoming c. With new server Camtasia turnaround time is within 24 hours 2. Faculty can request public account

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<p>account.</p> <ul style="list-style-type: none">- Instructors can now request a “public” account in addition to their CCRI Media Library default “private” account. A form will be made available to request the public account. <p>3. 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 meeting the Faculty’s video-producing needs; what exactly those needs are; and to devise a plan to find out (e.g. SurveyMonkey).</p> <ul style="list-style-type: none">- The CCRI Media Library currently has 1500+ videos posted to 44 individual accounts. IT will continue to vet the viability of this service and explore alternatives as necessary. Currently the service is functioning as designed. <p>4. Explore output formats in Camtasia Relay for editing in Studio.</p> <ul style="list-style-type: none">- Discovery work in progress. <p>5. Troubleshoot why the Camtasia Relay remote recorder is not working.</p>	<p>3. MaryAdele:</p> <ul style="list-style-type: none">a. MaryAdele will send out copy of Department surveys and Yen will coordinate data collectionb. Most faculty report having good experience with MediaLibraryc. Instructional Support will continue to research best optionsd. Going to Department meetings is best format for gathering information (lack of response to surveys)e. Needed information: Are people using outside services? If so, why?f. Concerns expressed due to lack of IT staff and the impact on services <p>4. No discussion</p> <p>5.</p> <ul style="list-style-type: none">a. Remote recorder has to be on campus
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<p>- Remote recorder must be used in conjunction with VPN since Camtasia Relay is a campus only service. Alternatively files may be recorded off-site and later uploaded to the media server from a campus location. Documentation is available.</p> <p>6. Develop best practices and detailed documentation for creating videos in Camtasia Relay and Studio.</p> <p>- Detailed documentation is available for Camtasia Relay on the IT web site. Documentation for Camtasia Studio is available from Techsmith. CCRI best practices for Studio are in progress.</p>	<p>b. Outside VPN client is available (but very slow)</p> <p>c. Can record files off site, save on thumb drive</p> <p>6.</p> <p>a. Documentation recently updated</p> <p>b. Techsmith has training videos</p> <p>c. Ben will send documentation on request</p>
New Business	
Agenda Item 4	
<p>ITAC Updates:</p> <p>The following recommendations were sent to ITAC for the 3/19/14 ITAC Agenda:</p> <ul style="list-style-type: none"> • Change Bb Banner query to include new students whose registration for a single course is wait-listed. <p>ATAC recommends that IT find a way to load first-time enrollees into Blackboard when a new student is wait-listed for the only course they are registered for.</p>	<p>Jamie Nash: ISAC was not aware of this action item to provide wait-listed students who are not registered to be put into blackboard. Becky Sheldon will take on this as an action item.</p>

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<ul style="list-style-type: none"> • IT notification ability during times of maintenance and/or emergency Instructors and students must receive timely notification to their CCRI email accounts when systems are going to be interrupted. 	<ul style="list-style-type: none"> a. Myccri.edu cannot be forwarded to other email accounts b. IT will post on CCRI homepage if there is a system outage c. Outage notification will always be published (vs. previous decision by IT to publish outage information or not) d. Motion by Maggie Burke to contact ITAC regarding student email settings prohibiting forwarding CCRI email
Agenda Item 5	
<ul style="list-style-type: none"> • FrontPage Faculty Web Server end-of-life 	<p>In one year, 2003 server will no longer support Front Page. Faculty are asked to move to Word Press. Faculty will be involved in decisions regarding moving files (Binary Cloud Server does not support HTML files now on Front Page). No decisions have been made.</p> <p>Action Item: Keep faculty informed, create open lab for faculty to switch to Word Press over a 1 year period</p>
Agenda Item 6	
<ul style="list-style-type: none"> • Bb Course Quotas 	<p>There is a 1 gigabyte quota on BB courses. Faculty will be notified when 90% is used and documentation and workshops will be held for faculty on file management</p>
Agenda Item 7	
<ul style="list-style-type: none"> • Bb Service Pack 14 • 	<p>There will be some down time in Summer for upgrades allowing for improvements in grading and notification of messages in the global navigation</p>

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	system
Agenda Item 8	
<ul style="list-style-type: none"> Bb Publisher Building Blocks 	<p>Discussion regarding integration of Blackboard with publishers (use their own clouds). Safety concerns and academic policy issues were discussed.</p> <p>Suggested that it is better to log in separately to the publisher rather than to integrate with Blackboard.</p>
Agenda Item 11	
<ul style="list-style-type: none"> Establish next meeting date / time 	?September

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>
Move to continue Metrics Subcommittee approved	MaryAdele Combe Maggie Burke Beverly Pepe	
Motion by Beverly Pepe to continue Subcommittee to inform faculty technology development approved	MaryAdele Combe, Jerry Bernardini, Jeanne Mullaney and several members of MaryAdele's staff (as invited guests)	
Change Bb Banner query to include new students whose registration for a single course is wait-listed	Becky Sheldon	
Motion by Maggie Burke to contact ITAC regarding student email settings prohibiting forwarding	ITAC	

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CCRI email		
Keep faculty informed, create open lab for faculty to switch to Word Press over a 1 year period	Instructional Support	
Review term limits since some 1 year terms will expire before next meeting (September)	DL Committee	

Decisions Made

Decision 1	
Decision 2	
Decision 3	

Meeting End

Meeting Schedule End:	3:00 PM
Meeting Actual End:	3:00PM
Next Meeting Date:	TBD
Next Meeting Time:	
Next Meeting Location:	