

CCRI Governance Appendix II



Governance Council Committee Meetings Agenda / Minutes

| Academic Technology Advisory Committee | |
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| Date of Agenda Posting: | 12/10/13 |
| Meeting Date: | 12/13/13 |
| Meeting Start Time: | 1:30 PM |
| Meeting Actual Start Time: | |
| Meeting Location: | KN 2328 + Conference Call |
| Meeting Secretary : | Beverly Pepe |

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 | Y | 2 Yr |
| Maggie Burke | Assistant Professor, DL Coordinator | Y | N/A |
| MaryAdele Combe | Manager – User Services, IT | Y | 1 Yr |
| Kent Gates | Budget Specialist II, Business Office | Y | N/A |
| Gene Grande | Senior Information Technician, IT | Tried to dial in but had a problem | 2 Yr |
| Cindy Hansen | Associate Professor, Biology | Y | 1 Yr |

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| Kay Johnson | Professor, Computer Studies & Information Processing | Y | 2 Yr |
| Donna Mesolella | Coordinator, Academic Affairs | N | N/A |
| Jaime Nash | Director, Training & Development (CWCE) | Y | N/A |
| Carol Panaccione | Professor, Foreign Languages | Y | 1 Yr |
| Bill Pellicio | Professor, Human Services | N | 1 Yr |
| Elizabeth Penta | Assistant Professor, Library | Y | 2 Yr |
| Beverly Pepe | Professor, Mathematics | Y | 1 Yr |
| Robyn Younkin | Professor, English Department | Y (by conference call) | 1 yr |
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| Guests in Attendance | | | |
| <i>Create Sign in Sheet</i> | Sign-in sheet passed around the room for members of the ATAC to sign in. | | |
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Agenda

| Unfinished Business | |
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| Agenda Item 1 | Notes on Discussion |
| <ul style="list-style-type: none"> • <i>DL and Hybrid Course Registration:</i> Pop-up for students enrolling in DL and hybrid courses. | <ul style="list-style-type: none"> • Students registering for hybrid or online courses think they are on-campus courses. • Some students registering for a fully online course do not realize that they may be required to attend on-campus meetings and/or take tests on campus. <p>Outcome: Recommend adding a “pop-up” for students enrolling in online and hybrid courses that informs the student that</p> |

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| | <p>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.</p> <p>Moved by Kay Johnson Seconded by Beverly Pepe</p> |
| Agenda Item 2 | Notes on Discussion |
| <ul style="list-style-type: none"> • <i>Email Problems - Metrics:</i> What metrics should be collected to identify routine/other issues related to teaching and leaning with technology? | <p>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> |
| New Business | |
| Agenda Item 3 | Notes on Discussion |
| <ul style="list-style-type: none"> • Request for accommodations in Banner for DL students. | <ul style="list-style-type: none"> • E-mail is not secure enough for FERPA but “Space Mountain” is. Just the faculty member, the DSS representatives, and the student would have access to this classified information. <p>Outcome: We recommend adding a secure,</p> |

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| | <p>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.</p> <p>Moved by Maggie Burke Seconded by Kay Johnson</p> |
| <p>Agenda Item 4</p> | <p>Notes on Discussion</p> |
| <ul style="list-style-type: none"> • Establish faculty criterion and academic need for campus video solution and the CCRI Media Library. | <ul style="list-style-type: none"> • Since Tony Basilico is able to store and access his videos, MaryAdele thinks the problem some faculty are having with HELIX is that they are using the wrong dimensions, not using High-Definition, and/or that they are trying to use old videos on the new server. • Maggie Burke thinks there should be a needs analysis conducted to identify other problems. <p>Outcome: We created a subcommittee made up of Kay Johnson, Elizabeth Penta, MaryAdele Combe, and invited guest participants from outside the ATAC Committee. The subcommittee will establish faculty criteria and academic need for a campus video solution, assess whether the Helix/CCRI Media Library is meeting the need and identify a different solution, if necessary.</p> |
| <p>Agenda Item 5</p> | <p>Notes on Discussion</p> |

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| <ul style="list-style-type: none"> • FERPA and email: request a clarification statement from CCRI's FERPA agent. | <ul style="list-style-type: none"> • Robyn Younkin noted that some schools use a disclaimer at the bottom of e-mails to FERPA-protect faculty. • Maggie Burke's friend – a JAG lawyer – claims that will not protect the faculty member. <p>Outcome: We will request a clarification statement from CCRI's FERPA agent – Tom Pitts – about FERPA and e-mail.</p> <p>Moved by Beverly Pepe Seconded by Maggie Burke</p> |
| Agenda Item 6 | |
| <ul style="list-style-type: none"> • CS Department online student support module. | <p>Maggie Burke retracted this agenda item at the beginning of today's meeting.</p> |
| Agenda Item 7 | |
| <ul style="list-style-type: none"> • Faculty Technology Development | <ul style="list-style-type: none"> • Workshops and programs are under attended. After some discussion on offering PDP's that faculty could use toward promotion, Kay Johnson brought the discussion back to the focus of our committee. She recommended that we should make recommendations of WHAT to see not how much credit is to be assigned for it. <p>Outcome: We will form a subcommittee to inform faculty technology development need and advise on instructional technology programs. The members of this</p> |

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| | <p>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> |
| Agenda Item 8 | |
| <ul style="list-style-type: none">• Announcements• Establish next meeting date / time | <ul style="list-style-type: none">• We created a Blackboard advisory committee for ATAC to be a resource to MaryAdele and to be a sounding board for her off of which she can bounce ideas. The members of this committee will be Kay Johnson, Maggie Burke, MaryAdele Combe, a student user of Blackboard, and other invited members that are not members of ATAC.• We discussed the handling of the minutes for future meetings.<ol style="list-style-type: none">1. The secretary (position rotates among members of the committee) takes notes.2. The secretary sends the minutes to the committee for editing within 5 working days of the meeting.3. The committee then has 5 working days to submit amendments to the minutes.4. The secretary then sends the edited minutes on to MaryAdele Combe.5. MaryAdele sends the minutes to |

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| | <p>the committee for a vote. Committee has 5 working days to vote. If the minutes are not fully accepted, they will return back to the committee for discussion.</p> <p>6. MaryAdele sends the accepted minutes to the content manager - Kevin Salisbury – to be posted on the ATAC website.</p> |
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Meeting Action Items

| Action | Assigned To | Deadline |
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| <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> |
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Decisions Made

| Decision 1 | |
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| <p>Approved: <i>DL and Hybrid Course Registration:</i> Pop-up for students enrolling in DL and hybrid courses.</p> | <p>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.</p> |
| Decision 2 | |
| <p>Approved: Request for accommodations in</p> | <p>We recommend adding a secure, confidential piece into Banner that will</p> |

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| Banner for DL students. | allow online students to share their request for accommodations with their DL faculty. We want to insure that faculty can edit the accommodation. |
| Decision 3 | |
| Approved: 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. |
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Meeting End

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| Meeting Schedule End: | 3:00 PM |
| Meeting Actual End: | 3:10 PM |
| Next Meeting Date: | Friday, February 14, 2014 |
| Next Meeting Time: | 1:30 – 3:00 PM |
| Next Meeting Location: | TBA |