

**University Council on Technology**  
**October 17, 2014 ♦ Minutes**  
**Room 318 Student Center ♦ 2:00-4:00 p.m.**

**I. Call to Order**

Chair Shelley Marshall called the regular meeting to order at 2:05 p.m.

**II. Attendance**

Present: JDulci Avouris (Graduate Student Senate), Wendy Tietz (College of Business), Larry Froehlich (Trumbull Campus), Will Ward (Regional College), Paul Albert (Information Services), Ron Dear (Information Services), Eve Dalton (Faculty Professional Development Center), Michael Rothstein (Faculty), Val Kelly (Office of Continuing and Distance Education), Will Turek (Office of Continuing and Distance Education), Shelley Marshall (Chair, Ashtabula).

**III. Approval of Minutes**

- A. Paul Albert (Executive Director, Information Services) offered comments to the April 18, 2014 minutes.
  - 1. Regarding the motion for smaller version of Scantron centralized system: nothing was sent to Provost. If University Council on Technology wants to act on the motion, UCT is supposed to send the motion to Provost and CIO.
    - i. Dr. Albert asked if UCT wanted to formulate a letter to the Provost.
    - ii. No motion was offered.
  - 2. Regarding the form previously used to request exception from encryption to UCT for review, Dr. Albert will send after today's meeting.
  - 3. Minutes mention that UCT was going to invite people to speak about the Drupal conversion. That did not happen for today's meeting.
- B. Correction to April 18, 2014 minutes in Section VIII: "conversation" should be "conversion."
- C. Minutes from April 18, 2014 will be corrected. After the change, the minutes are approved.

**IV. Introductions and Announcements**

- A. Chair Marshall introduced herself and welcomed everyone to the meeting. Arden Ruttan is vice-chair.
- B. Chair Marshall announced UCT did not meet on September 19 because the membership list is outdated. Chair Marshall is working with Associate Provost Melody Tankersley to update membership.
- C. Other members of the committee introduced themselves.
- D. Chair Marshall announced that the next meeting on November 21 will be a joint meeting with University Teaching Council.
- E. Chair Marshall met with Ed Mahon (CIO and VP, Information Services) and Melody Tankersley (Associate Provost) on Monday to talk about priorities for University Council on Technology.

**V. Update – Instructional Technology and Online Teaching**

- A. Because of requests from last year's meetings, Chair Marshal invited Eve Dalton (Manager, Faculty Professional Development Center) and Val Kelly (Executive Director, Office of Continuing and Distance Education) to present today. Val Kelly and Eve Dalton provided updates on online technology and teaching.
- B. Project FlashPort will gather information to provide a single location for Faculty on wide-ranging topics.
- C. Workshops are offered thorough Information Services for Faculty. They are working with Information Services because Information Services provides a lot of training.

- D. Flipped Classroom Trial
  - 1. Chromebooks have been purchased for 233 Moulton Hall. Faculty can work there to see what a flipped classroom is like.
  - 2. Faculty who participate will receive a loaner Chromebook for the semester.
  - 3. If there are 25 students in the class, each student will receive loaner Chromebook.
- E. Accessibility is a priority
  - 1. Adding accessibility and copyright information to presentations.
  - 2. Teach about simple accessibility options.
  - 3. Trying to stream anytime there is a conference or event so those that cannot attend will be able to watch later.
  - 4. Helping other campuses to implement streaming.
- F. Faculty Development Center provides faculty with support for teaching and learning whether using technology in classroom or implementing research in the classroom.
- G. Faculty Development Center will be changing to Center for Teaching and Learning. After Board approval, the change will be implemented in Spring.
- H. Tom Mahon and Eve Dalton have been talking to Faculty about training they would like so Faculty don't have to spend classroom time on that.
  - 1. Will expand the program to Regional Campus eventually.
- I. Val Kelly provided handouts: Online Learning Symposium, Early Fall 2014 Summary of Kent State Online Activities, and Online Teaching.
- J. Mission of Office of Continuing and Distance Education is review online courses, put strategic courses online, and produce whole programs online.
  - 1. There has been 1000% increase in online courses. Expecting growth to continue.
  - 2. Kent State University second overall in the state in online courses.
  - 3. Strategic initiatives were launched with Everspring.
  - 4. Reviewing courses to creating other online programs, mostly graduate level, but also looking into some undergrad courses.
- K. Training and assistance available for Faculty
  - 1. Workshop on accessibility
  - 2. Val Kelly and Eve Dalton are working together on online portion of hybrid courses.
  - 3. Provost wants Faculty to take online training.
  - 4. Online teacher orientation is available.
  - 5. Online classroom examples and a repository.
  - 6. Assistance in course development.
- L. Website is transitioning to Drupal; [onlineteaching.kent.edu](http://onlineteaching.kent.edu) will switch to [kent.online.edu](http://kent.online.edu)
- M. OCDE is very active in accessibility.
  - 1. Work with student accessibility services. They review for compliancy but it is reactive. OCDE would prefer to be proactive.
  - 2. Val Kelly serves on University Accessibility Committee.
  - 3. SIS has been creating a lot of workshops, but there are technology issues in the background.
  - 4. Captioning issues
    - i. Have tried everything from student transcribers to a third party process.
    - ii. Third party process worked well but is expensive.
  - 5. Special problems with scanning books
    - i. They scan as images.
    - ii. Costs involved.
    - iii. Many departments are involved; Library does a lot of scanning
    - iv. Legal responsibility to make available.
- N. Website: [onlinedegrees.kent.edu](http://onlinedegrees.kent.edu)
- O. Proctored testing is very expensive.
  - 1. With certification or licensing, proctored testing is required; however, not all testing requires it.
  - 2. It is an expensive tool because the student is at home with camera on computer, and someone online watches the person, scans the room and scans the computer.

- P. Focused on how to provide better maintenance on products.
  - 1. With services provided by Blackboard, there is a gap at low level support, such as how to load a file.
  - 2. Preeti Palvankar's group covers support.
- Q. Working on Student orientation for online courses for the future.
- R. Coursara course "Learning to Learn" covers how people learn, how the brain works. OCDE is looking at licensing some of that material. Would like suggestions for use.
- S. Contract with Credley: issuing badges associated with training. Every faculty member that attends gets a badge that includes metadata that tracks training.
  - 1. People can login to website to show others that they have done that work.
  - 2. Question: can students use it to show advisors or professor? Yes, Credley improved original open source program by Mozilla. You can link to the page because it is your page.
  - 3. Symposium on Nov. 12: speaker is Michael Wesch. Will be trying out badges for the first time.

## **VI. Update -- Software Subcommittee**

- A. Paul Albert (Executive Director, Information Services) reported on the Software Subcommittee.
- B. They meet once a month and act as an advisory board.
- C. Biggest issue we have is technology; Software Subcommittee would love to have more consistency.
- D. UCT would be the perfect forum to provide information and advice.
- E. Wendy Tietz (Associate Professor, College of Business) volunteered to be liaison.
- F. Drift in software licensing: regionals buy own, departments buy licenses, and individual buy them. Want to get a handle on it but not prevent faculty from getting what they need.
  - 1. Subcommittee looks at legal uses of software and legal agreements for software, manage software that is out there.
  - 2. Availability and use dollars more wisely.
    - i. If software is used two weeks a year, the ideal is to use a VMFarm. Faculty can use that instead of buying a license that is not used year-round.
    - ii. Legal representative is on committee.
  - 3. Met in Spring to gather information on software purchases through purchase orders, credit cards, check requests, etc.
    - i. At second meeting, they compiled a list of 400+.
    - ii. For now, if we are not spending more than \$5,000/year, software was removed from the list. That reduced the number to 60.
    - iii. Created a worksheet to look at where software was used. Paul Albert will send the spreadsheet to UCT.
- G. University passed a new policy this summer requiring every contract to go to legal; this made the requirements tighter. There were problems with four including Adobe and Microsoft. Need to go through legal because clicking "okay" is agreeing to things that university says we cannot agree to. Ruling from state level affects all universities.
  - 1. Committee members voiced concern about service agreements that are not accepted by legal preventing people from using the product.
  - 2. Discussion followed about implications of policy since there is no dollar level in policy. At any level cost, if it requires acceptance of terms, it must be reviewed by legal. How does the policy affect grant money? The terms have been impacting faculty.
  - 3. Paul Albert explained that once Board passed the policy, the Legal Department is responsible for enforcing policy.
  - 4. Mike Pfahl is willing to help with this. Send any questions to him.
  - 5. UCT could make a recommendation to Greg Floyd to try to change the policy so it does not affect \$50 purchase. Recommendation would go from Subcommittee to UCT committee and then UCT would send a recommendation to VP.
- H. Ron Dear will replace Paul Albert on the Software Subcommittee.

- I. Software Subcommittee would like UCT to determine recommendations about usage level for centrally located support and purchasing.
- J. Dr. Albert updated the committee about Blackboard.
  - 1. Blackboard was upgraded in May, about a year behind the schedule, because it broke XML. After four months back-and-forth with Blackboard, Blackboard stated it was working as designed.
  - 2. In Fall, they will begin archiving older items from Blackboard.
    - i. Any item that has not been updated within two years plus one semester will be archived. Still available for a time, but eventually will remove unused ones.
    - ii. Older courses will be pulled off of course list when they are archived. Once we are sure archive is working, they will be deleted.
- K. Blackboard came up with a new user interface.
  - 1. Intended for smaller schools but it will be available by next Summer. Dr. Albert will send out the webinar link for the new users interface.
  - 2. It is by course so if you like the way things are you can continue working in Blackboard.
  - 3. If you want to change to new interface, you click on the button. Only your specific course section will be changed.
- L. Kaltura
  - 1. KSUtube will transition to Kaltura. Afterwards, everything will live in the cloud.
  - 2. Minor pilot in Spring, more next Fall. Probably a year or more before move all videos from KSUtube to Kaltura.
  - 3. Kaltura should be able to keep references to existing KSU videos.
  - 4. Kaltura has a Workflow component that will be published and useable.
  - 5. Has tie-in to Blackboard so you can create easy videos on-the-fly.
  - 6. Ability to password protect files.
- M. Question was raised about lack of Blackboard teaching tools on mobile devices. Dr. Albert explained that we don't modify mobile tools provided by Blackboard. He suggested inviting Preeti Palvankar to answer mobile device questions.
- N. There are 22 instructional designers spread across campuses now. Some of them cover big areas so you might not know who they are. Dr. Albert can provide a list of those people.
  - 1. Val Kelly explained that OCDE has evolved to provide support to instructional designers first (in addition to the initiatives previously mentioned). We want to expand that role, see what resources are needed. They have discussed having a space in Library for drop-in services, but they don't want to take away from first contacting the person in your area. Don't want to be confusing.
- O. Questions were asked about Blackboard.
  - 1. Announcements are listed in the white number on red background.
  - 2. There is a menu so you can determine which notifications you want.
  - 3. You can modify screen to hide all but the current courses.

## **VII. Discussion/Action – 2014-2015 Committee Priorities**

- A. Chair Marshall discussed the draft priorities for 2014-2015.
- B. Develop a communication plan to share committee work with faculty
  - 1. Would like UCT members to share agenda and minutes with contacts in University. Invite people to come to participate, invite guests.
  - 2. It is important that everyone makes the commitment this year to share with their respective groups.
- C. Evaluate and recommend technology for new modes of testing.
  - 1. This one is subcommittee work. Chair Marshall would like a resolution for identifying needs for older testing paradigms and evaluating hardware and software solutions as recommendations to Provost.
  - 2. Provost told Chair Marshall that he would welcome recommendations from UCT.
- D. Transferring grades from Blackboard to Banner

1. The project is ready to be implemented; technology is there. Associate Provost Melody Tankersley and CIO Ed Mahon have committed to help us figure out how to make that happen.
2. As long as a bad grade cannot be posted in Banner, it is an acceptable alternative to post it in Blackboard. If Faculty do not use Blackboard, the push from Blackboard to Banner will not impact people.
3. Discussion ensued about past issues with implementing the transfer of grades from Blackboard to Banner. Cannot go directly from Excel to Banner. Dr. Albert thinks that Ellucian does not provide that interface; he will verify that.
4. Dr. Albert will have someone in Preeti Palvankar's group test uploading an Excel spreadsheet. Will Ward (Associate Professor, Trumbull) offered to send a small spreadsheet to Paul Albert for use in the test of Excel uploading.
- E. Evaluate mobile devices in teaching and research
  1. Where are we going with mobile technology? How to support and manage it?
  2. Platforms? Apple?
  3. It is a big issue, and UCT can define how to move forward.
- F. Partner with IT/IS in providing technology to support research
  1. Topics: cloud solutions, Big Data, VMware. What do we need? How to avoid out-of-date equipment. Cloud model for supporting research.
  2. Determine research needs and provide coherent recommendation to Information Services.
- G. Software licensing inventory, support, and legal issues
  1. Subcommittee working on this.
- H. Distance learning issues and support for synchronous remote teaching
  1. Eve Dalton, Val Kelley, and Preeti Palvankar are supportive of anything UCT does.
  2. They will help us define the problems and provide support.
  3. Then we can share with local groups.
- I. Information Services upcoming major projects
  1. Paul Albert helps us connect with major projects.
  2. Then UCT members can share with Faculty.
- J. Coordinate with the University Teaching Council and University Research Council
  1. The meeting on November 21 will be jointly with University Teaching Council.
  2. Proposed agenda for that meeting are based on overlapping roles. Working together, the two committees can take different perspectives on it. UTC focuses on teaching and UCT focuses on technology.
    - i. For instance, Scantron project impacts them.
    - ii. Also research.
    - iii. Blackboard, mobile devices, and accessibility are both teaching and technology issues.
- K. Technologies for new mores of testing.
  1. Proctor testing is extremely expensive. Definitely there is a case to use it; it's a good tool, but costs are growing exponentially.
  2. Some courses cannot exist without that technology, but there is good research about assessment tools.
  3. Does every quiz need to be proctored or just high stakes tests like midterm and final? There is no policy in place.
  4. Will Turek (Lead ET Designer, Office of Continuing and Distance Education) can invite a speaker to explain ProctorU.
  5. Currently, each student in an online class is charged \$30; that covers two proctored tests for web-based classes.
- L. Chair Marshall requested other action items for UCT.
  1. None.

## **VIII. New Business/ Member Concerns**

- A. Chair Marshall announced that she had been invited to a project on Tuesday regarding the RFP to evaluate alternatives to E-Folio. RFP proposals are due in by Wednesday, and the RFP Committee will begin evaluating; there is long list of criteria. By November 21, Chair Marshall should have more information about that. E-Folio is used to upload bios for others to review.
- B. Faculty information systems (FIS) problem: on the Faculty tab, when user clicks on FIS, it returns a certification error. Faculty uploads summary of year there. Paul Albert will find out about it.
- C. Search bar on kent.edu website should return only Kent content as a default. Members reported that outside results were being returned. Dr. Albert thought it might be a problem caused by conversion to Drupal; he will check with web team.
- D. Problems using NFSF (not attending or stopped attending F) grade link during midterm grading. Faculty can enter it, but it is assigned as a midterm grade instead of a regular grade. NFSF is locked out during midterms. If Faculty click on NFSF grade during midterm, message returned “cannot assign during midterm.”
- E. Can student look up answers to test bank questions on Mobile apps? Discussion followed.
- F. Who has rights to update kent.edu/uct webpage? Very out of date. Chair Marshall will check with Vice-Chair Arden Ruttan.
- G. Chair Marshall has ownership of UCT list serve.

## **IX. Next Meeting: November 21, 2014**

- A. The next meeting will be Friday, November 21, 2014 2:00-4:00 p.m. in KSC 318.
  - 1. Joint meeting with University Teaching Council.
  - 2. Agenda items to be announced.
- B. Other 2014-2015 Meeting Dates
  - 1. February 20, 2015
  - 2. March 20, 2015
  - 3. April 17, 2015

Meeting adjourned at 3:50 PM.

Minutes submitted by Linda Lewis.