

**University Council on Technology**  
**November 15, 2013 ♦ M**  
**Room 307 Student Center ♦ 2:00-4:00 pm**

**I. Call to Order**

Chair Arden Ruttan called to order the regular meeting of the University Council on Technology at 2:00 PM.

**II. Attendance**

Present: Arden Ruttan (Chair), Michael Rothstein (Faculty), Jessica Heffner (Graduate Student Senate), Paul Albert (Information Services), Wendy Tietz (Faculty), Kimberly Williamson (Registrars), Gina Campana (Diversity, Equity & Inclusion), Mark Bussey (College of Communication and Information), Zhigiang Molly Wang (Tuscarawas Campus), Cathy Bates (Faculty Senate), Chris Groening (Faculty). Chair Ruttan announced that Denise Bedford would try to attend over Skype.

**III. Approval of Minutes**

Paul Albert and Chair Ruttan suggested corrections to minutes for the October 18, 2013 meeting; those changes have been made. The minutes are approved as changed.

**IV. Overview of Coleen Santee's Applications for IS Products**

Postponed: Denise Bedford was not able to connect to meeting.

**V. Proposal for Software Licensing Subcommittee**

Postponed: Shelley Marshal was unable to attend meeting.

**VI. Provide Proposed Survey Questions for Scantron Users**

- A. Paul Albert, Executive Director, Educational Technology & Service Management, provided a draft Scantron survey and reviewed the questions. Suggested changes:
  - 1. Add "lockdown browser" as an option since faculty can use Blackboard with or without lockdown browser.
  - 2. "Option 3" will be removed
  - 3. Spelling error "created" will be corrected to "created."
  - 4. Add "distributed system" to the list of pull-down menu options. Add a note that this choice will provide less support.
- B. Discussion followed with suggestions and questions.
  - 1. Scantron is simple and easy to use; however, Scantron has become fairly expensive. If Scantron is eliminated, faculty who are not technologically savvy may not be satisfied with any of the options.
  - 2. The newer distributed systems use plain paper. A department could use a departmental scanner, create their own forms, and automatically send them to a central place. Faculty could create forms at printer-scanner or the department

could create a template that everyone could use. Forms could be sent from each person's computer.

3. No decision has been made concerning Class Evaluations.
4. Survey will be sent to people on the list of current Scantron users, that is, users during last two years. Approximately 300 users. List probably includes 90% of users. Goal of the Survey is to find out what the issues are
5. Suggestion to use Survey Monkey or Qualtrics.
6. Suggestion: send email with the subject "Are you using scantron?"
7. Suggestion: post message on Blackboard (as utilized with the Collaborate change) will get a good percentage of people.
8. Dr. Albert reported that a notice was sent to all instructors.
9. Add a field for optional email address.
10. Request for links to websites to review alternatives. Dr. Albert will include some of those links with the Survey.
11. Although the survey would be sent to all campuses, this change will only affect Kent Campus unless there is a decision (from administration) to implement the change at all campuses.

## VII. **Selecting Classrooms with Appropriate Facilities.**

- A. Chair Ruttan explained some of the past problems with faculty and facilities. He asked how faculty lets the scheduler know what is needed.
- B. Kimberly Williamson, Registrar's Office, attended for Lynette Johnson.
  1. Ms. Williamson explained that different departments have different methods for requesting facilities. Some departments have a form where faculty lists attributed needed for room; scheduler enters all that information and then match with a room that has the needs.
  2. List of facility details comes from University Architects Office. When faculty request rooms, they can list required attributes. If system is coded incorrectly, that can be a problem since it is coded by the University Architects. Building curators work with Architects Office to update the facility list.
  3. Next week is the close for requesting facilities for fall 2014.
  4. For labs, studios, gyms, and such spaces, the department decides which class requires which space. On Kent campus, for general classes, the Registrar's Office decides the spaces.
  5. Paul Albert reported that Bob Minnow maintains the list of technology. If something is removed from a particular room, Federated Service people are supposed to coordinate with Bob to maintain that information. About every 3 years send students to survey rooms.
  6. Ms. Williamson will send a departmental form to UCT so that it will be in minutes.
  7. Although courses are assigned to rooms before faculty are assigned to the courses, if the scheduler knows that Arden will be teaching the course, they can ask him what he needs.

8. Chair Ruttan showed UCT the link to faculty resources on Flashline. It is under Advisor Tools and lists other faculty instruction resources.

#### **VIII. Meeting topics for 2013-2014**

- A. Faculty resources on Flashline also include Faculty Senate, University Teaching Council, but no University Council on Technology. Can we put UCT information on resources page? Also would like to add UCT to sponsored links. Dr. Albert advised that Lin Danes determines that information. Chair Ruttan mentioned that she will attend UCT meeting in January with Sameer Jaleel, to discuss webpages and searches.
- B. Denise Bedford gave Chair Ruttan a draft reference for digital sciences. Dr. Bedford participates in a committee out of Library Sciences Department, established by Vice President Ed Mahon, which includes two members of IS. They are going to put together a description of Kent State University digital management practices, high level survey of digital asset management to track devices on campus and file systems. Classification system for use throughout University; a global DAM to meet everyone's needs instead of area-specific system. Dr. Bedford will be surveying faculty regarding resources such as statistics programs.
- C. Dr. Albert reported that the IS website includes a Service Catalog. Search on main website to find it. If may not be as detailed as desired, but it does list software, applications, etc. by category or customer type. Can click "faculty" to find services available to faculty. The list is not a complete list because IS does not manage all software; therefore, it does not include department software purchased separately.
- D. When Chair Ruttan searched for statistical software, the results were not good. Perhaps Lin Danes can explain how we can set up good search results. Google search returned different results.
- E. Dr. Albert: since the Service Catalog is an application, search results may not include it.

#### **IX. Member Concerns**

- A. No member concerns.

#### **X. Next meeting: January 17, 2014.**

- A. Spring Semester classes start January 13, 2014. Consensus was reached: acceptable to meet first week of classes on Friday.
- B. Agenda in January: search features and web content
- C. Chair Ruttan will try to schedule Shelley Marshall in January too.

Meeting adjourned at 3:00 PM.

Minutes submitted by Linda Lewis.