University Council on Technology
April 15, 2016 ♦ 2:00-4:00 pm ♦ 318 Student Center
Minutes

I. **Call to Order**

The regularly scheduled meeting of University Council on Technology was called to order by Chair Shelley Marshall at 2:01 PM.

II. **Attendance**

Shelley Marshall (Chair, Ashtabula Campus), Michealle Gabrovsek (Academic Operations & Administration), Wendy Tietz (College of Business), Julee Henry (Education, Health, and Human Services), Jennifer McDonough (Academic Affairs), Tom Klingler (University Libraries), Paul Albert (Information Services), Karl Kosko (College of Education, Health, and Human Services), Paul Farrell (Faculty Senate), Hongshan Li (Regional Campuses).

Guests: Lin Danes (University Communications & Marketing), Sameer Jaleel (Information Services), Andrea Nunley (Information Services), Johnson Fisher (Information Services), Wendy Shih (Information Services), Roberta Bain (Information Services), Mike Papania (Information Services).

III. **Welcome**

Chair Marshall welcomed everyone and thanked them for attending on such a beautiful day. She asked attendees to introduce themselves.

IV. **Subcommittee Reports**

A.   No reports today.

V. **Website Design Update**

A. Lin Danes reported on the new website design for all of kent.edu and regional pages. She presented slides. Now that all pages are in Drupal, it will be the first attempt to use CMS appropriately. Core team IS and UCM.
   1. Home pages will be updated but minimal affect to other pages. Will keep changes to a minimum.
   2. Working with 160/90 to do wire frames testing; received feedback from them and President Warren. Tested with different groups: high school students, Kent State students, faculty, staff, regional campuses, and parents.
   3. Work with people in June to make departmental homepage selections. There will be five templates to choose from. Very modular, but can swap out elements. "Undeniable" page is example of one of the modules.
   4. New functionality: grid and social walls. Can shrink social feeds.
   5. There will be content freeze for a short time, probably three weeks in August. The areas will be able to make changes, but they will have to be made in both versions. Any changes made before August, by end of month July, will not have to be redone.
   6. Training is offered monthly.
   7. Kicking off communications this month. Launch for the brand and Undeniable. Communications with provost staff and deans then will do business and administrative services, to let them know what is coming.

B. Planned dates: concept revisions in spring; release timeline in summer. Freeze likely 8/1/16-8/21/16. Goal to launch on 8/22/16.
   1. We are working with nonstandard sites to help transition to new brand and look. Non-standard websites have to be rebuilt from scratch. Hoping that the modules will give them more options.
   2. After site goes live, they will continue with testing and enhancements.
   3. Sameer Jaleel mentioned that they will make changes based on feedback.
   4. Plan is to have demo available in June.

C. Since no UCT meeting is scheduled until September, Lin Danes will send the demo to Chair Marshall, who will forward it to the list.
   1. Questions or comments can be sent to Lin Danes' email: ldanes@kent.edu.

VI.   **Blackboard/Banner Grading App**

A. UCT committee member asked about the Portal project. Portal project is a separate project from Blackboard/Banner Grading App. They are trying to keep the login spot for Portal close to same spot. They are working to mimic the original standards, but there are many changes. The Beta version of Flashline is available from the standard login page for Flashline.

B. Sameer Jaleel and Mike Papania updated UCT on the Blackboard/Banner Grading App.
   1. Handout: "Grade Push Ready Set Go"
   2. QA should be done next week.
   3. Training materials are in development. They will include video, a manual, FAQ, and a one page document to be released next week.
   4. Ready for grading this semester so faculty members do not have to key into both systems.
   5. This app will sit in between Blackboard and Banner – that's all the scope. Phase 2 is planned to allow importing from files. There will be a link "post grades."
        a. The app will show a list in Blackboard with grades.
        b. It will note which grades will not go over for various reasons.
        c. It will push all of the grades over.
        d. If grades are missed, user can re-push, and it will not change the ones that have already gone over.
        e. If a grade is empty, the app will ignore it. App will show the number of grades going over.
   6. When grading opens up, faculty members will be able to push grades over.
   7. Will not do incomplete, NFS, and a few others. That information will be listed in FAQ.
   8. There will be knowledge base and help tab. Help desk will have that info too. Anybody that supports Blackboard will have information. If a location doesn't have Blackboard support, help information will go to the tech support person.
   9. Paul Albert suggested that the one-page document explained how to get to push. He asked about categories when the student isn't in Banner and errors in Blackboard.
        a. Originally there was a radio button on screen that showed ready to push and not ready to push by category. People were confused when the category did not apply to them so it was removed. They will definitely review that in phase 2.
        b. There are three screens. Second screen will validate the grades against Banner grade mode. That's how the grades are categorized into problem or not. Next screen is the grade center.
   10. Question: if there are multiple sections of the course with the same course number, are these combined in Blackboard? They are combined in Blackboard, but not in Banner; therefore this app splits them up for the faculty member.
   11. Question: for faculty member ready to push, does there need to be a label for the column and what happens if the column is not there? Final grade for posting is a required column. The app will return an error if it is not set up. They are trying to make that a default column for newly-created courses, but that won't affect previous courses.
        a. Question: is it case sensitive? They think it is not.

> b. App team considered downloading a template from the site, but that was not a popular solution.
>
> c. Specific columns are needed. If a column is not in Blackboard, it will tell you.

12. They requested feedback.
13. UCT asked that they give prominence to the fact that the app it is not mandatory, that there will be a phase 2, and that the app was specifically requested by faculty.

VII. **Blackboard Update – Bobbi Bain**

A. Blackboard team has been working with Sameer Jaleel and Mike Papania and their teams for the Blackboard update. Much response from faculty about the update and she thinks it will go over really well.
1. Will do an update after May 19 to fix little bugs.
2. It will not be a big change but it will be maintenance update to fix things that people have complained about.
3. Update will fix "do not reply" when a student emails.
4. It will fix grade reporting.
5. Update includes "reply to headers" and content folders.

B. UCT members discussed features they would like to see in Blackboard.
1. Statistics on test and data analysis in Blackboard.
2. Even if a faculty member does not use testing sets, the data analysis in Blackboard is very limited. Right now have to go through one student at a time and one question at a time.
3. Also have to do in by hand with a trans-modal course.
4. Pre-assessment test statistics would be nice since they are required every four years. Definitely a need to have that transfer module for the core courses.
5. Most people would prefer the courses for current semester to be at the top of the list. In addition, have them show by default.
    a. Archiving reduced the size of the courses but not the way they are listed.
    b. Right now summer and fall are both up.
    c. For summer, listing all summer courses would be better even if all of the special semesters were not sorted.
    d. Bobbi Bain does not think "current semester" is an option, but she will check.
C. Chair Marshall suggested that committee members sign up for Blackboard faculty feedback on Blackboard.com under faculty community. They track faculty requests. If Blackboard receives a lot of requests for the same thing, they might fix them.

VIII. **IS Projects & Updates**

A. Paul Albert updated UCT on current Information Services projects. He handed out a document listing current I.S. projects. Coleen Santee has developed a public facing list for all the projects; unfortunately TeamDynamix did an update recently that broke the link.
1. IS Current Projects Report is linked from the Project Management Office page.
2. Paul received the following URL from Coleen and sent it to UCT list after the meeting. https://kent.teamdynamix.com/TDClient/Portal/Desktop/Desktop?Q=02jg1CbhpMKNHX-0JuRWu ELrngEqVWSBohHk5ay7LnPoD7eJ~jUCTg__
3. First two projects, Cloud Research and Solex, are about taking development instances of Banner and putting them up into Amazon.
4. The ongoing battle with Banner is Java. Thinking of developing an app to help with problem.
5. Panzura and AWS gateways: AWS does not do compression so the university spends more for storage.
6. College of Podiatric Medicine is based on VDI. VDI Licensing: the license is covered as long as you access VDI from a university machine, but access from home is limited to those who have a valid

Microsoft license.

7. Penetration testing in datacenter found problems with communications.
8. Expanding to Colo: need to relocate racks into data center.
9. Google has been main network system, looking at replacing Eagle Eye.
10. KSUTube will probably cut off uploads Jan. 2017. KSUTube will come down probably in Jan 2019. Kaltura is now available, and it is feature rich.
    a. Most of the archive links for KSUTube will be changed automatically. Will have a support redirect. Faculty will not have to do that. Eventually, after KSUTube I gone for 3-4 years, we will ask them to change.
11. Wireless outside on campus = all of the greenspace on campus.   Looking at greenspace wireless.
B. Questions about WebEx.
1. We all have WebEx.
2. People can use whatever they want, but WebEx is what I.S. will support.

IX. **Flash Folio Update**

A. Michealle Gabrovsek offered update. Flash Folio committee has met every week since December 2014. Handout about updates for year 2: if anyone is a superuser this will look familiar.
1. There will be minor changes this year.
2. As soon as changes have been decided, the training will be set up. Judy Leitner and Josh Bird will continue to provide training.
3. They will be turning on the system to send automatic email to faculty members when evaluation has been added.
4. Feedback is available within system.
5. Dashboard at the bottom includes help documentation.   . .
B. UCT member Paul Farrell requested the committee work on problem with voting. After vote, can no longer see other's votes. That's been raised a few times. It is disturbing. Problem will be reviewed by Flashfolio committee.
C. Question about moving from document based to activity base system: Michealle reported that it will not happen this year and, as of now, there are no plans to do that in the coming cycle.

X. **Scantron Upgrade Project**

A. Andrea Nunley, Johnson Fisher, and Wendy Shih introduced themselves; Wendy Shih is the project manager for Scantron project.
1. Handout "Scanning Service Software & Hardware Upgrade" has timeline on the back.
2. Second handout covers grading reports and online data.
    a. Need to add faculty senate results to proposed project timeline.
    b. Removal of norming groups and changes on forms will be added to the timeline for fall 2016.
3. Collaborating with David Veits to peruse an all-online solution. Until ready to make that switch, we need to provide solution.
4. "Remark Classic" is name of new scanning software.
5. Anyone who wants to test with us or give feedback, contact them.
6. Questions about flexibility for this upgrade.
    a. New software is much more flexible; new scan forms indicate area where bubble should be marked.
    b. This upgrade will not permit you to design your own set of image.
    c. Upgrade will not allow answers on the test form instead of separate page.
7. Machine almost failed – want to prevent that. If the current system fails, we cannot bring it back. Parts have not been touched since 2000, and it works on Fortran. If we upgrade we will be on the latest version.
8. This upgrade will move to an integrated hybrid environment: paper, online, mobile. It will still be a

centralized system.

9. Question: will you replace the physical Scantron machine and pc? Yes, and we will try to maintain reverse functionality.
10. Current data analysis was custom written in 1990s. Need faculty to go through the capabilities of data analysis in the upgrade and see if they will meet faculty needs.
11. Question: does the upgrade allow research areas to collect quantitative data? Yes, can get data back in Excel or pdf format.
12. UCT member concern: currently, when you have separate forms (Scantron form and actual form), the result is loss of data and time. Would like everything on the same page; would like design-your-own.
    a. Information Services wants to make sure we have a reliable solution. Faculty design solutions will be handled through David Veits' group.
13. Question about online SSI.
    a. The SSI project would be a two year project.
    b. Currently, 450 people use Scantron for exams. This solution will not do what you want, but I.S. has no problem with another solution working in tandem. Must have a functional solution for the 450 people.
    c. David Veits is working on project for SSI that will probably be more like what you are looking for. Survey portion of the software is not its strong point.
14. There are three replacement options.
    a. Replace the insides: $40,000 with yearly maintenance fees.
    b. Costs between $500,000 and $800,000 for brand new machine. Trade in value for old machine around $80,000.
    c. Software upgrade: still looking at features and best way to upgrade.
        i. There would be18 different reports.
        ii. Offers statistics for specific questions.
        iii. Wendy Shih has examples of reports in a binder if people want to see them.
        iv. Does have online versions.
        v. Flexible across all platforms
    d. Question: would hardware upgrade give us potential for different forms? We don't really know how flexible the forms are.
    e. Class Climate is another $55,000 – additional to basic software costs. David Veits will look at Class climate as one of his adoptions.
    f. Discussion about feasibility of each option, speed of machines in each option, potential bugs.
15. Discussion of distributed scanning.
    a. Who buys it, who maintains it, and who takes care of it?
    b. Departments probably don't want to pay $75000 for the convenience.
    c. It would be nice if there were an easy cheap solution.
    d. It would be nice to start doing this with scanners.
16. The Scantron Upgrade team would like to hear from people who are interested in testing and looking at sample reports. Contact either Andrea Nunley or Wendy Shih.
17. Scantron Upgrade team asked about UCT interaction with Faculty Senate. UCT member Paul Farrell is secretary of Faculty Senate and an alternate member on UCT. He explained: unless UCT says they would like to discuss something with Faculty Senate, UCT only reports once a year. Faculty Senate is interested in policy issues and not technology.
18. UCT meets with University Teaching Council once a year. Chair Marshall will email the head of UTC about contacting Wendy Shih.

XI. **Member Concerns/New Business**

A. Nomination and election of Chair and Vice Chair for the coming year.
   1. No nominations were received and no one volunteered.

2.   Chair Marshall is happy to continue, but would also be happy to share the reins of chairing; she wants the committee to have the right leadership. Vice-Chair Arden Ruttan will be taking time off in spring; he is happy to continue as vice-chair but will need someone to take over for him while he is away from campus.

3.   Motion passed to carry current leadership over the summer and discuss during nominations the first meeting.

B. No other new business or concerns.

XII.   <u>Approval of Minutes</u>

A. A motion to approve the minutes from the October 16, 2015 meeting was made, seconded, and passed. The minutes were approved unanimously.

B. Regarding the minutes from the February 19, 2015 meeting, a motion to approve was seconded and passed. The minutes were approved unanimously.

C. A motion was made to approve the minutes from March 18, 2016; it was seconded and passed. The minutes for March 18, 2016 were unanimously approved.

XII.   <u>Next Meeting</u>

A. The next meeting is scheduled on September 16 at 2:00 PM. Room to be determined.

Meeting adjourned at 3:50 PM.

Minutes submitted by Linda Lewis.