

University Council on Technology
March 18, 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), Wendy Tiete (College of Business), Julee Henry (Education, Health, and Human Services), Kathy Spicer (Accreditation, Assessment and Learning), Fashaad Crawford (Assistant Provost: Accreditation, Assessment, & Learning), Michealle Gabrovsek (Academic Operations & Administration), Andrea Nunley (Information Services), Sasi Benzigar (College of Public Health), Will Turek (Office of Continuing and Distance Education), Karl Kosko (Teaching, Leadership & Curriculum Studies/College of Education, Health, and Human Services).

III. Approval of Minutes

- A. A motion to approve the minutes from the October 16, 2015 meeting was made, but there was no second. Chair Marshall will send an email to the list to request a vote to approve the October minutes.
- B. A motion to approve the minutes from the February 19, 2015 meeting did not receive a second. Chair Marshall will send a request to the list for approval.

IV. Subcommittee Reports

- A. No reports today.

V. New HLC Reporting Tool

- A. Guests Dr. Fashaad Crawford and Kathy Spicer reported on the reporting project for accreditation and learning.
 - 1. Function of the Accreditation, Assessment, & Learning office is to make sure the university remains in compliance with regional accreditor.
 - 2. Without accreditation, students can't get financial aid.
 - 3. Dr. Crawford's office works to get approval for accreditation of new programs.
- B. Assessment through Employee and Student Experience Survey. Surveys provide evidence that we are working for quality education; they help monitor things to continually improve. Inventory and warehousing data is reported quarterly. HLC would like to see that data.
 - 1. WEAVEonline was adopted in 2004 and used for 10 years. In 2004 WEAVEonline was one of few systems to warehouse data.
 - 2. When Dr. Crawford became Assistant Provost, they determined that WEAVEonline was no longer serving purpose and it was discontinued.
 - 3. Created Word template to collect data and forwarded it to everyone.
 - 4. For last three years did informal interviews.
 - 5. Year ago surveyed faculty and academic users of WEAVEonline. See handout regarding survey. Results: 75% of academic users said replace and 100% of administrative users said replace.
- C. RFP currently in process to get new system for that data. Kathy Spicer and Michealle Gabrovsek are working on RFPs.

1. Advisory Committee for Academic Assessment (ACAA) created a subcommittee to look at vendors for software to manage data.
 2. Expanded subcommittee to make it an advisory committee, including representatives from different areas of university. There has been a lot of participation and attendance across campus.
 3. Five vendors submitted RFPs to replace WEAVEonline, leading to three vendor presentations from Campus Labs, TK20 and Taskstream.
 4. Rubric was created based on RFPs. See handout summarizing rubric.
 5. Taskstream was rated most favorably.
 6. They heard positive comments at conferences about Taskstream's customer service.
 7. Currently doing reference checks with schools using Taskstream.
 8. Michealle Gabrovsek reported on overall project implementation. Weekly meetings to set timeline, expectations, and build SharePoint site.
 9. Dr. Crawford answered questions about Taskstream.
 - a. Will Taskstream integrate with Blackboard? For the last two years, there has been a delay in implementation of community piece with Blackboard. Taskstream has assured us that it will contain integration.
 - b. What will it take to execute the integration? That is an important point. Valerie Kelly (Executive Director, Kent State Online) is on the committee.
 - c. Will we be able to access learning outcomes for courses without a lot of time? Will they be in alignment with courses and sections? In Taskstream, course level outcomes will be mapped to program level outcomes and those will be mapped to university level outcome.
 - d. OCDE is working to implement fully-online programs. When building a new program, OCDE would like to be able to have access without going to each individual professor. That would help with consistency and compliance. Can Taskstream provide that? Unknown.
 10. WEAVEonline only had program level objectives, not course level ones.
 - a. Course level objectives have been managed through data sheets.
 - b. Need to decide how deep we will go into course level objections. That is managed in a separate process and we need to bring that into our program level system.
 - c. Programs with specialized accreditation may not have to report on all achievements every year, may only report on a few.
 - d. Professionally accredited programs report in a different way from those with an external accreditor.
 - e. We need to do more course level assessment, but we need to keep the curriculum current.
 - f. Program review every seven years to check if the curriculum is current. Provost has asked a committee to review the curriculum regularly. The reviews will include online programs as well.
 - g. Sasi Benzigar mentioned that datasheets for each course list topic, but no place for learning outcomes. Dr. Crawford reported that datasheet belongs to Curriculum Services, and Therese Tillet is Director. Valid concern: if learning outcomes are not on datasheet, how do they get into system? How do they get into syllabus? Accreditation was not aware that course outcomes are no longer on datasheets.
 - h. Discussion followed. Differences between departments and regionals. How to communicate what has already been decided when building a course.
 - i. Chair Marshall talked about the new mission on core values. Dr. Tankersley asked if these could be housed in new program. Dean Stocker would like to know how to get measures. Taskstream will be a great system for that.
- D. Great issues brought up and they will continue to communicate with this group.

VI. Scantron Update

- A. Andrea Nunley reported on Scantron.
1. Scantron machine broke during fall grades. We have a project to replace the computer and boards. It will be fixed and updated. Scantron machine has not been updated in a long time. New version will have new features. Wendy Shih running project. Jay Frye will be helping through Service

Management to get the word out.

2. Karl Kosko is on the Scantron subcommittee. He reported that the subcommittee has been discussing options for a new system.

VII. **Blackboard Update**

Tabled until next meeting since Bobbi Bain is not present.

VIII. **FlashFolio Update**

- A. Shelley Marshall reported that the FlashFolio group continues to meet every week.
- B. Michealle Gabrovsek is the program manager and she does an incredible job. Planning to keep implementation the same for now.
- C. Still doing data validation before decision about activity based system.
- D. Training last month was on the current system. Once the new activity based system is completely implemented, training will change.
- E. Will ask for volunteers from UCT when sandbox is ready. Probably late summer or early fall. Working with vendor on set-up right now; a lot of set-up needed before sandbox. Vendor is taking existing documents and converting from pdf to digital. Incredible amount of work.
- F. Now it is a document based system. When move to data based system, data will be entered continually, and then it creates the CV and the documents.
- G. Will need feedback on the new way when sandbox is available. Need people who will use it differently to review and get feedback – need broad perspective.

IX. **IS Projects & Updates**

- A. Andrea Nunley is attending on Paul Albert's behalf. She reported the list of projects is large, four pages.
- B. Blackboard to Banner project
 1. Sameer Jaleel's team is building an app to work in between the two systems. The project is on-track and moving at an accelerated pace. Plan to complete and deliver a solution by April 11.
 2. The stakeholder team consists of Melody Tankersley, Jennifer McDonough, Gail Rebata, and Lynette Johnson.
 3. Intended functionality:
 - a. Faculty will log into the app; the app will recognize them and list the courses they teach.
 - b. Once they pick a course from that list, it will retrieve their student roster and grades for each student assigned in Blackboard.
 - c. It will then validate the grades against the grade-mode in Banner.
 - d. Once that analysis is completed, it will show the information for review on-screen.
 - e. Faculty will then click a button to move valid grades to Banner, and a confirmation will follow when that process completes.
 - f. Invalid grades will need to be updated in Blackboard, and the process will need to be repeated.
 - g. When the process is repeated, it will only move grades for students that don't have a grade in Banner; it will skip the ones that correctly ran the previous time.
 - h. Incompletes will not be handled through the app because they are not assigned in Blackboard.
 - i. Andrea did not think NS and NF would be included since they are like incompletes.
 - j. Sameer Jaleel can bring details of implementation to meeting on April 15.
 4. Question: recent list received from Jeremiah Schilens mentioned a Blackboard building block called Grade Integration that integrates with information services. Is that the same app? Andrea does not think that is the same thing. She will mention it to Sameer.
 5. Another project is Title IX Preferred Name Project. This is a name integration project, currently in research and discovery phase. Barb Boltz is functional manager.
 6. Student roster is going live in May.
 7. Yesterday institutional honors calculation went live in Flashline.

- B. Chair Marshall said that UCT would like to see the entire list of projects and know more about future projects.
 - 1. Coleen Santee uses Teamdynamix and tinyurl to make reports available. Could someone make a specialized report and provide the URL so this committee could see the projects list that would be appropriate for this committee? Would like Andrea Nunley or Paul Albert to provide. Bring in April?
 - 2. UCT's long-term goal is to provide feedback before the priority is assigned.
 - 3. By the April meeting should have a better idea on how UCT can get the information so this committee can provide feedback to Paul Albert for Information Services and Michealle Gabrovsek for Academic Affairs.
 - 4. Michealle Gabrovsek and Jennifer McDonough will attend in April to update UCT about projects in their area.

X. Member Concerns

- A. Are there plans to use Flashfolio with Graduate Assistants and Teaching Assistants? We want to use each system to capacity. Michealle Gabrovsek and Shelley Marshall will take the idea to the committee.
- B. At the last meeting, Sameer Jaleel's Web Portal team talked about the new Flashline portal. Need faculty volunteers to test and give feedback. A few volunteered last time, but they need more volunteers. Should not be a huge time commitment. Maybe looking at 2 or 3 iterations. No meetings. Just give feedback.

XI. Next Meeting

- A. Next meeting will be April 15, 2016 at 2:00 PM in 318 KSC.
- B. Guests scheduled for April meeting:
 - 1. Lin Danes and Sameer Jaleel with updates on Web and Portal projects.
 - 2. Sameer Jaleel to talk about Blackboard to Banner app.

Meeting adjourned at 3:05 PM.

Minutes submitted by Linda Lewis.