University Council on Technology
October 18, 2013, 2:00 pm – 4:00 pm
Room 307 Student Center
Minutes

I.   **Call to Order**
     Acting Chair Arden Ruttan called to order the regular meeting of the University Council on Technology at 2:00 PM. Acting Chair Ruttan updated the Agenda with a Supplementary Agenda.

II. **Attendance**
     Present: Arden Ruttan (Acting Chair), Paul Albert (IS), Shelley Marshall (Regional Campuses), Wendy Tietz (Faculty), Derek Van Ittersum (Faculty), Jessica Heffner (Graduate Student Senate), Cathy Bakes (Faculty Senate), Jason Piatt (OCDE), Michael Rothstein (Faculty), J.P. Cooney (Graduate Studies), Aaron Near (EHHS Support), Deborah Spake (Faculty), Preeti Pavankar (IS), Edward Collins (DEI), Paul Farrell (Faculty Senate), Denise Bedford (Faculty).

III. **Approval of Minutes**
     Correction to minutes needed on page 2 at the bottom: Paul said "Atomic Learning can let you access technology." Minutes were accepted with that change.

IV. **Election of Officers**
     A. Acting Chair Arden Ruttan reported that the bylaws stipulate the chair must be a faculty member. Although the bylaws do not stipulate that the Vice-Chair should be faculty, it implies that since the Vice-Chair steps in if the Chair is unavailable. Vice Chair could also replace the Chair at the end of the current term.
     B. Acting Chair Ruttan listed the current Faculty members (listed on the Supplementary Agenda) and introduced those members who were present.
     C. A motion was presented and seconded that Arden Ruttan be nominated for Chair. The motion passed unanimously in favor of his election as Chair.
     D. A motion was presented and seconded that Wendy Tietz be nominated for Vice-Chair. The motion passed unanimously in favor of her election as Vice Chair.

V.   **Change from Wimba to Collaborate**
     A. Preeti Palvankar, Manager, Information Technology, presented an update on the change.
     B. Blackboard bought Wimba; there will be no support as of September 2014.
     C. Her group is working closely with pilot faculty; offering a lot of training sessions in two tracks (beginning and more advanced). Will add more training if faculty are interested.
     D. Wimba will be cut before next Fall Semester.
     E. Listserv available for faculty; offers peer-to-peer connections.
     F. Access the BlackBoard Collaborate resource page at:
        http://www.kent.edu/is/resources/elearning/blackboardcollaborate.cfm
     G. Over the next couple of semesters, ETs will work with faculty with content that will not automatically migrate into Blackboard.
     H. Chair Ruttan asked about using Collaborate with multiple streams.
        1. Wendy Tietz uses Collaborate with multiple streams daily in classes. Easy to set up one device per laptop, which permits switching between devices. If main computer focuses on a document, faculty can write on the white board, share the document from desktop, etc. Dr. Tietz uses her phone to capture audio in the class; she speaks into it and records questions with it.
     I. Preeti Palvankar asked if Facebook would be a good way to reach out to faculty.
        1. Use the same methods used when notified that MMP was phased out.

2. Add a Wimba Classroom note that it will end.
3. Graduate listserv and Graduate Coordinators would be good contacts.
4. Reach out to TA.
5. Multiple methods work best.
J. Ms. Palvankar reported that faculty can request Collaborate be enabled this semester. By Spring Semester, it will be open for all.
K. Collaborate offers many good features.
1. It is mobile friendly.
2. Can be used for meetings. A link can be sent to non-Kent users.
   a) Members reported that the link worked well for remote users, but did not work well for everyone in the room.
   b) Wendy Tietz suggested that strategically placed laptops pick up the audio.
L. Ms. Palvankar will return in the Spring to update UCT and report feedback.
M. Questions were answered.
1. Preeti Palvankar explained that conference calls with people at other universities can use one of the classes; call a meeting and send the link.
2. Chair Ruttan explained that Collaborate can be used for interviews and research since it permits many connections. The conference can be archived and later made available with students.

VI. **Supplementary Agenda**
   A. **Software licensing and purchasing**
   1. Chair Ruttan mentioned UCT can only recommend or send requests to IS, but there may be funding issues.
   2. Purchasing 5-user licenses are often cheaper, but licenses are often tied to a License Manager or locked to a machine. In addition, problems develop when a company does not want sharing of licenses between departments.
   3. Need a forum of what software exists, who might want licenses, etc.
   4. Denise Bedford stated that School of Library and Information Science has a technical committee that compiles a list of all tools used for teaching. She will share that information with UCT and then UCT can share it with IS and University Teaching Council.
   5. Mr. Albert said it would help IS tremendously to have rules, heuristics, criteria for funding, and a clearing house.
   6. Shelley Marshall suggested two helpful people: someone in legal to work through legal issues of licensing and a person in IS to manage licenses.
   7. Dr. Bedford reported Coleen Santee has created a good app of products in IS; only includes core systems, but if it a good framework. Would need to tie into Procurement.
   8. Derek Van Ittersum suggested that each area assign one person to handle software requests with more flexible funds.
   9. Shelley Marshall will put together a proposal for a subcommittee for a later meeting.
      a) Chair Ruttan requested that clearing house ideas be included in that presentation.
   B. **Classroom-based technology systems**
   1. Discussed scope of UCT in standardizing platforms and technology for classrooms around campus.
   2. Budget issues: UCT would need to interact with Provost and Deans about money. Due to cost, some renovated rooms have been reserved for specific area.
   3. Committee members discussed the problem of faculty who do not want to give up old equipment (e.g. chalkboard). About two years ago, the previous committee stalled because of that unwillingness.
   4. Paul Farrell reported that Famis can track technology and equipment
      a) Problem when rooms are assigned before teachers are assigned.
      b) Download of spreadsheet of facilities through FlashLine.
         i. Flashline ⇨ My Action Items ⇨ Space Allocations and Maintenance Reports ⇨ Classroom Inventory Lists

          c) Some UCT members could not access information.
          d) Chair Ruttan will mention it at University Teaching Council.
          e) UCT wants someone to explain how to actually use it.
              i. Paul Albert suggested contacting someone in Registrar's Office.
              ii. Members suggested Lynette Johnson or Gail Rebeta would be good resources.
      5. Scantron survey
          a) UCT requests that the survey be sent only to users.
          b) Paul Albert will provide a list of users.
          c) UCT will compile the questions.

  C. **Graduate student systems and professional development**
      1. Who funds this area?
      2. No consistency in resources. Access for GA or TA differs across departments.
      3. Students attend Graduate Orientation, and then department/college orientation, but all have different variables; lack of agreement.
      4. Need to determine what access is needed and what equipment will help.
      5. UCT members who attend Graduate Student Council will discuss this at GSC, and return to UCT with recommendations.
      6. UCT will make recommendations for all GA or TA.

  D. **Faculty resource page**
      1. Chair Ruttan presented a summary from the previous meeting.
          a) Need a central location for faculty to locate information about software, training, etc.
          b) Button to page should be easily located. Need to solve problem of how to get information out to faculty.
      2. Sponsored links should be optimized for core areas.
          a) Sponsored links come from Google so the switch to Drupal won't affect them.
          b) Dr. Bedford mentioned problems with keywords: keywords have to be unique for Google to pick them up.
          c) Perhaps Lin Danes of UCM could discuss sponsored links and keywords, ways improve searches within the site.
      3. Dr. Farrell suggested that the resource page should be a directory that would return in searches.
          a) Dr. Albert reported that each area maintains its own webpages; tendency to use non-experts to maintain the pages. Changes in area pages could cause problems with bad links.
          b) Is it possible to list resource page(s) on the left side so individual departments don't have to maintain?
          c) Would the Search engine return the correct information?
      4. Committee decided to ask Sameer Jaleel to speak at a future meeting on search, indexing, Google, and keywords.
      5. Dr. Bedford will check with Jennilyn Wiley to see how search success is measured.
          a) Chair Ruttan will call Ms. Bedford to follow-up.

  E. **Make UCT more visible**
      1. Resource links.

VII.   **Actions to be taken in response to member issues expressed in last meeting.**
  A. Dr. Bedford mentioned the need for a Digital Asset Management System for digital recordings, especially in Information Architecture and Knowledge Management (IAKM); also need a place to collaborate and edit digital content.
      1. Dr. Albert stated that several areas currently use a Digital Asset Management System: Art and Fashion Museum. Would each discipline keep own system?
      2. He reported an upcoming RFP for video management system.
      3. Dr. Bedford mentioned copyright issues.
          a) Who owns digital content?

       b) Ask Office of Continuing and Distance Education (OCDE) who maintains copyright for digital records that are available University-wide.

       c) Dr. Bedford was asked to invite people to a meeting with Paul Albert and Chair Ruttan to discuss this topic as a subcommittee.

    4. Dr. Albert suggests that the issue be assigned to a meeting.

VIII.   <u>**Meeting topics for 2013-2014.**</u>
- A. Scheduling: either Gail Rebeta or Lynnette Johnson – November 15, 2013.
- B. Search features: Sameer Jaleel – November 15, 2013.
- C. Scantron Survey – November 15, 2013.
- D. Subcommittee set-up – November 15, 2013.
- E. December meeting typically cancelled.
- F. Copyright issues: Cindy Kristof or Tomas Lipinski – January 17, 2014.
  1. Clarification about future of digitizing videos in University,
  2. Decisions about materials produced at University. Are they commercial copyright or University use only?
  3. Is it appropriate under copyright when faculty asks Teleproductions to convert a 2-hour video for student use?
- G. Collaborate update: Preeti Palvankar – February meeting.
- H. Software licensing – March meeting.
- I. No April meeting: add to future meeting dates.
- J. May meeting typically cancelled.

IX.   <u>**Member concerns (specific issues members have or have been asked to bring to UCT).**</u>
- A. Problem with Roster in FlashLine: Roster does not default to current term. It defaults to future term. Can that be changed?

X.   <u>**Next meeting: November 15, 2013.**</u>

Meeting adjourned at 3:40 PM.

Minutes submitted by Linda Lewis.