<p align="center">**University Council on Technology**
**March 20, 2015 ▪ 2:00-4:00 pm**
**Room 318, Student Center**</p>

I.    **Call to Order**

Chair Shelley Marshall called to order the regularly scheduled meeting of University Council on Technology at 2:05 PM.

II.    **Attendance**

Paul Albert (Information Services), Ron Dear (Information Services), Susan Zake (College of Communication & Information), Arden Ruttan (Vice-Chair, Faculty Senate), Mary Ann Raghanti (College of Arts & Sciences), Shelley Marshall (Chair, Ashtabula Campus) Sasi Benzigar (College of Public Health), Margarita Benitez (Fashion Design & Merchandising), Aaron Near (College of Nursing), Karl Kosko (Teaching, Leadership & Curriculum Studies/College of Education, Health, and Human Services), Connie Hawke (Business & Finance), Will Turek (Office of Continuing and Distance Education), Jill Kawalec (College of Podiatric Medicine), Wendy Tietz (College of Business).

III.    **Welcome**

Chair Marshall thanked everyone for attending in person and by Collaborate. She stated it was appropriate that the meeting was using technology that we share with everyone else. At her request, introductions were made by each person.

IV.    **Approval of Minutes**

There were no corrections or additions to the minutes from the joint meeting of University Council on Technology and University Teaching council on November 21, 2014. The motion to approve the minutes carried with one abstention.

V.    **Updates**

A.    Ron Dear (Information Services: Sr. Applications Support Analyst), Chair of Software Subcommittee reported on the February meeting.
    1.    Focusing on five pieces of software and started the process of looking at centrally licensing the software, better ways to communicate available software, and better way to support software, track who owns software, etc.
    2.    Aim to switch to one big license for each, rolling together Kent Campus plus Regional Campuses.
    3.    Objective to create one document that displays available software, who supports it, how to obtain it, etc.
    4.    Paul Albert (Information Services: Executive Director, Educational Technology & Service Management), former Chair of Software Subcommittee, explained the process of determining the main software products.

i. Began with a list of software pulled from Banner and P-card documentation. Included anything purchased by the University in the last two years. Pared down that initial list to software used by multiple departments. From that list of 40-50, they picked 4-5 biggest products as pilots.

ii. Discussion followed about tracking software purchases, especially those purchased by p-card or check request. Also discussed search engine functionality, communication campaign.

    5. Software Subcommittee will meet again mid-April. Working on two surveys to send to faculty to make sure we know what software people are using.

B. Chair Shelley Marshall and Paul Albert updated the committee on FolioWeb Project RFP

    1. Committee has selected a company that will provide service. Moving away from FolioWeb and into FlashFolio.

    2. University leadership group is managing timeline of implementation.

    3. Ongoing support for FlashFolio will be through David Dees (Center for Teaching and Learning).

    4. Data 180 was built by professors; provides service for 60-70 universities.

    5. Training will be focused on people who need it per the earlier review. Training on Kent Campus will be scheduled with a variety of locations. Training will go to Regional Campuses.

    6. Initial round of training will be provided by vendor.

## VI. <u>Discussion</u>

A. Scantron utilization and review of testing tools and methods

    1. Chair Marshall updated UCT on the ongoing Scantron replacement project

    2. Eduventures Company is a central clearing house on specific topics.

    3. Subcommittee is investigating additional tools.

    4. Want to determine replacement at next meeting.

    5. If you send Eduventures a list of criteria, they do a review and report back with who does what you want so you don't have to do the research. Their review is only as good as the data that is transmitted to them.

    6. If you have interest or know someone who does, let Shelley Marshall know so they can be added.

B. Research & Big Data Needs

    1. Paul Albert handed out a document entitled *Outline* based on research by Educause with University of Washington. Goal was to identify computing needs. Research is old, from 2010, and we originally put the document together in 2011. Information Services has looked at this, but has not gotten a lot of demand from a particular group or college.

    2. Educause research breaks down where IT money is spent. Some large research universities have no centralized IT department; support is within individual departments. Others, like Perdue, have a large centralized IT group.

      i. Explanation of characteristics of centralized versus localized system.

      ii. Data management and high level knowledge are important. Also must have federated approach: well-trained local support. Combination of software and people to support users.

    3. Cloud has really grown rapidly since 2010.

      i. Internet2 made agreements with Amazon and Microsoft that solved past problems.

      ii. Now can use Amazon and Cloud servers and receive approval through grant process.

    4. We don't have a lot of people who utilize Hadoop and Big Data.

    5. Some researchers still require a physical box on campus. Some use Ohio Supercomputer Center. Others have come up with a local solution.

6. Looking for areas that may need this access, for areas where needs are unmet and for collaborative needs.

C. Clicker Technologies Feedback
    1. Discussion of responses and suggested alternatives.
        i. Smartphone overlap with Scantron technology.
        ii. Polling available in Collaborate.
        iii. Tophat interface is clean. Several faculty members using this semester. No charge for faculty. Tophat costs $26/semester or $36/year per student. If student purchases, they can use it for any course. Tophat will build a dashboard; anyone in department or school can call up and ask for that dashboard free of charge. Does work with Blackboard.
        iv. Catalytics is web-based with polling options. Can import into Blackboard. Synchronistic and asynchronistic modes.
        v. Web enabled technologies are sometimes built into software that is already in use without need for a clicker device.
        vi. Need something that can work in Blackboard, on-site, face-to-face and off-site.
        vii. Problem with using freeware: what happens with data?
        viii. Turning does offer cell phone functionality but cannot use both that and clicker at same time.
    2. We don't want students to use several different methods. Want to agree on one.
    3. Working with University Teaching Council on this.
    4. Chair Marshall requested that interested people from UCT or UCT get in touch with her.

D. List of Exempted Research Equipment
    1. Paul Albert updated the committee on exemption from encryption, and passed out a document entitled *Encryption*, which defined out-of-scope computers and listed examples.
        i. Synopsis is from 5-6 years ago when we did standard desktop project.
        ii. Changes made since then: Macs are now encrypted.
    2. Discussion about time to decrypt and performance issues from encryption/decryption process.
    3. It is State of Ohio mandate that all systems are encrypted.
    4. Process of getting exemption through Dean is working in College of Arts and Sciences.

E. New Business/Member concerns
    1. Several people reported that Blackboard has been very slow. Issues reported intermittently. Paul Albert will check the monitoring system to see if can coordinate it with reported problem days/times.
    2. Karl Kosko asked about Google Classroom.
        a. Paul Albert reported that it is not open to everyone, was selectively released. Multiple LMS can be a problem with Department of Education. Faculty can selectively turn on Google Classroom to put a course online. Access has to be turned on and then it is easy to set up. Paul will check into it and email Karl Kosko.
        b. EHHS has a process for putting courses online. Library staff would be happy to meet with people to help make Blackboard easier to use.
        c. Information Services supports Blackboard. Some places run Moodle and that makes it difficult when IS has to answer questions about online classes. If it also difficult for students.
    3. Blackboard question: what is the policy for using someone else's tool? Paul Albert has not seen a peer review tool, and he does not know of a policy that restricts which tools faculty use.
        a. Member mentioned iPeer. Nice system and has Blackboard integration. It is free. Does have Building Block.

      b. Information Services supports the Blackboard Building Block tool. Instructional designer within departments support faculty and work with them to get things changed or added.

F. Agenda items for March Meeting
1. Chair Marshal mentioned that UCT was going to attend UTC meeting in April but that meeting was changed; will try to schedule joint meeting in Fall.
2. Elections for UCT officers will be held at April meeting. People should submit nominees to Shelley Marshall or Linda Lewis by email. We will vote at next meeting.
3. Paul Albert mentioned: Scantron has been on agenda a long time. It will be going away. Have to make a decision soon. Options were discussed.
    a. Scantron load has been reduced. More using online survey of instructions.   About half of the load. Approximately 150,000 sheets a year, about half was testing, and about 300 faculty members using it.
    b. Considerations were discussed. Centralized system at Library would be expensive. Have the smaller distributed ones gotten good enough that departments could use them on their own? If you are in a big lecture hall, paper is easy.
    c. The people on the committee have to determine the criteria. We have surveyed users. Someone has to look at options and make a choice. Subcommittee went to Eduventure to get options, error ratings, etc.
    d. Committee can review and then have vendors come in.
    e. Chair Marshall said that Subcommittee will come up with list of criteria for teaching, research etc.

Meeting adjourned at 3:50 PM.

Minutes submitted by Linda Lewis.