University Council on Technology
October 16, 2015 ♦ 2:00-4:00 pm
318 Kent Student Center
Minutes

I. **Call to Order**

Chair Shelley Marshall called to order the regularly scheduled meeting of University Council on Technology at 2:02 PM.

II. **Attendance**

Shelley Marshall (Regional Campuses and Chair), Will Turek (Office of Continuing and Distance Education), Paul Albert (Information Services); attending by Collaborate: Wendy Tietz (College of Business), Aaron Near (College of Nursing), Jill Kawalec (College of Podiatric Medicine), Karl Kosko (Teaching, Leadership & Curriculum Studies/College of Education, Health, and Human Services).

III. **Welcome**

Chair Shelley Marshall welcomed and asked everyone to introduce themselves. She announced that the meeting was being recorded since Linda was not present.

IV. **Approval of Minutes**

Minutes from the meeting on April 24, 2015 were accepted unanimously.

V. **Updated Meeting Schedule**

The updated meeting schedule is available online at: www.kent.edu/uct. We meet the third Friday of each month except for January. We will play it by ear for December's meeting; it may be an online meeting depending on the weather. All meetings will be in Kent Student Center Room 318.

VI. **Approval of UCT 2015-2016 Priorities**

During the final meeting of the 2014-2015 year, we developed the priorities for this year. Chair Marshall sent those to UCT members with the agenda for review. Discussion of priorities.
   1. Questions about Scantron replacement.
        a. Scantron issue was expanded due to SSI changes, but UCT should be able to make a decision.
        b. Chair Marshall will give names of Subcommittee members to Paul Albert.
        c. Making a decision must be a priority this year and needs to be completed quickly.
   2. Concerns were voiced about FlashFolio.

a. Chair Marshall reported that FlashFolio implementation was discussed at several meetings last year.
b. Chair Marshall explained that the RFP and implementation had a fast timeline: tool had to be chosen in approximately four weeks and implemented in four or five months.
c. In the first year, FlashFolio will be implemented in a different ~~system~~ manner in the first year than in subsequent years. Eventually it will be an activity-based system rather than a document repository.
d. Because of the short implementation, the committee tried to keep the tool similar to Folio Web, but it is not really designed that way. FlashFolio is designed to put activities in all the time and it creates a running vita and a searchable database of activities. Chair Marshall will inform the leadership team that UCT would like more communication on that. Share all of your thoughts with us so that we can make it better. We can add that to the priorities.
3. No other priorities.

VI. **Update on IS Projects**

Paul Albert reported on big projects for Information Services.

1. Customer Relationship Management system.
   a. Right now Student uses a system called Hobsons while Advancement uses Raiser's Edge.
   b. The leading contender for CRM is SalesForce.
   c. Want to move to a single CRM for Admissions through Alumni.
2. Identity Management.
   a. Right now we have Oracle Identity Manager.
   b. Identity Management will expand to cover more of the servers.
3. Some Banner XE upgrades are in process, but not all of them.
   a. Implementation of Ellucian XE Registration would cost hundreds of thousands of dollars so we are stepping back from that, and looking for other options.
   b. Would like solution to include: Title IX, transcript, tracking attendance for online and face-to-face classes, and document requirements.
   c. Discussion followed about BlackBoard attendance functionality and other options that have been reviewed. In BlackBoard, student must do more than login to be considered in attendance; they must participate in an activity or assignment.
   d. Attendance Module in Banner was disliked. Currently not sure of solution.

VII. **Update on FlashFolio Project**

Chair Marshall reported on FlashFolio progress.
1. Training of TTs and NTTs was offered on all campuses.
2. Judy Lightner and Josh Bird are creating a video training.
3. Written documentation is available on the website.
4. Chair Marshal was told that professional ~~leads~~ leave process has not gone smoothly.
5. The Leadership Team meets every Thursday, and she would like to take specifics of any difficulties to that meeting.
6. We are building up infrastructure and want to make it easy to use.
   a. Activity Profile includes a place to add publications, etc.

b. Soon a third party will begin adding vitaes and other documents from FolioWeb into Activity Track in FlashFolio.
7. Currently FlashFolio is only for tenured faculty but NTT will use for reappointment in 2016.

VIII. **Other Updates**

1. Paul Albert informed UCT about Banner.
   a. Update in Spring will block people from putting in drop/adds through the second week.
   b. After first week students have to get approvals from faculty members before they could add a course.
   c. Would like to implement that along with attendance tracking.
2. On the ET side, replacing KSU YouTube. Piloted Kaltura. Needs complete technical testing; testing will continue through the calendar year. Plan to implement it Fall 2016.
3. In Blackboard, interviewing for replacement person for Preeti Palvankar.

IX. **Subcommittees**

Chair Marshall reported on the three Subcommittees.
1. University Software Licensing and Repository Subcommittee
   a. Chaired by Ron Dear. She will verify that he is still willing to chair that committee.
   b. Current members: Ron Dear, Paul Albert, Cheryl Laubscher, Aaron Near, Susan Zake, Tom Klingler, Stephanie Binder, and Will Turek.
   c. Their mission has been established and they have met three times. She will request an update for the next meeting.
2. Scantron Subcommittee
   a. Current members: Aaron Near, Rose Tran, Paul Albert, Ann Slater, Karl Kosko, Bob George, and Shelley Marshall.
   b. Will need to elect a chair for Scantron subcommittee.
3. Clicker Subcommittee
   a. Current members: Wendy Tietz, Aaron Near, Margarita Benitez, Karl Kosko, Rose Tran, Sasi Benzigar, Anne Freitas, and Ron Dear.
   b. Also need a chair for the subcommittee.
   c. TopHat representative would like to meet with Clicker subcommittee.
   d. Turning Point representative met with Aaron Near and Ron Dear, and would like to meet with the subcommittee.
4. Chair Marshall asked the Subcommittees to meet right before UCT. It would be nice if they would meet 1:00-2:00 so they would already be together and prepared for UCT. Need some structure to the subcommittees so they can progress. Requested subcommittees to meet before UCT November meeting.
5. Chair Selection
   a. Rose Tran volunteered to chair Scantron Subcommittee.
   b. Wendy Tietz will co-chair Clickers. Sasi Benzigar would be the other co-chair.

X. **Joint Meeting with University Teaching Council**

Chair Marshall stated that University Council on Technology met with University Teaching Council last year and would like to schedule another joint meeting. Wendy Tietz is no longer chair of UTC, but she see will ask about UCT attending one of University Teaching Council's meetings. Luis Hermosilla will be the new chair of UTC.

XI. **Member Concerns/New Business**

1. Student focus groups and faculty focus groups and interviews were completed last Spring. Would like to see results. Paul Albert will get a summary for next meeting.
2. No other concerns.

XII. **Next Meeting**

The next meeting is scheduled on Friday, November 18, 2015 at 2:00 PM in 318 KSC.

Meeting adjourned at 2:56 PM.

Minutes assembled from BlackBoard Collaborate recording and submitted by Linda Lewis.