

# Educational Technology Advisory Subcommittee - DRAFT

MINUTES

9/25/2014

2:30PM – 400PM

MELBOURNE 10-204

<b>MEETING CALLED BY</b>	Chuck Kise, Chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>NOTE TAKER</b>	Chuck Kise
<b>ATTENDEES</b>	<p>Chuck Kise, Dustin Files, Dr. Daryl Davis, Sandi Lanza, Stephen Gallagher, Douglas Wendel, Michelle Rezeau, Salli DiBartolo, Betsy Wetzel, Kelvin Coles, Dr. Alton Austin, Dr. Kathy Cobb</p> <p>Absent: Dr. Suzanne O'Neil</p>

## Agenda topics

### MEETING MINUTES

CHUCK KISE

<b>DISCUSSION</b>	<p>After two years of volunteering to take our meeting minutes, Michelle Rezeau, has requested to transfer those duties to another committee member.</p> <p>No member volunteered so it was suggested by Chuck Kise and agreed that meeting minutes will be rotated to ETAS members.</p> <p>As there was not a volunteer for today's meeting, Chuck Kise volunteered to take the minutes.</p>
<b>CONCLUSIONS</b>	

### ACTECH UPDATE

DAYLA NOLIS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• <b>Canvas Training:</b> Dayla reported there are 580 registered and 358 completers. Concerns were expressed about the need to really push faculty to complete the training to permit them time to expand their own training beyond the formal training. It was noted that during the December holidays, there will very little assistance available to faculty, which highlights the need for them to obtain their Canvas Training, soon, especially, instructors teaching for eLearning. Salli DiBartolo will ask Corina Christensen for a list of instructors assigned to teach eLearning courses in January 2015 who have not completed the Canvas Instructor Training.</li> <li>• <b>WIDS Training Online:</b> Dayla stated this should be available, soon.</li> <li>• <b>Canvas Videoconferencing:</b> Chuck Kise asked since Wimba will not be available for use with Canvas, what are our options. Dayla stated that Canvas has videoconferencing capability, but cannot archive more than two weeks. Chuck Kise will ask Mark Mitchell about Big Blue Button and other possible free videoconferencing alternatives.</li> <li>• <b>Angel Archiving:</b> Dayla stated that she will be sending an email to faculty, again stressing the importance of archiving their Angel courses, including any Learning Object Repositories.</li> </ul>
<b>CONCLUSIONS</b>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Corina Christensen for a list of those instructors scheduled to teach eLearning courses in January 2015 who have not completed the Canvas Instructor Training.	Salli DiBartolo	October 30th
Email faculty to remind them of the importance of archiving their Angel classrooms and LORs	Dayla Nolis	October 30th
Contact Mark Mitchell for information about the Big Blue Button and other videoconferencing tools available for use with Canvas	Chuck Kise	October 30th

INFORMATION TECHNOLOGY

BETSY WETZEL

<b>DISCUSSION</b>	<p><b>Single Sign On:</b> Betsy stated that it appears that the use of single sign on is going well. The use of the 15-minute time-out interval has proven to be appropriate. Betsy still wants everyone the importance of properly logging off or locking their systems when away from their computer.</p> <p><b>Microsoft Office 365 for Students:</b> Betsy stated that the availability of Office 365 to all registered students is the complete suite of software and they can install on 5 devices. Betsy, also, stated that sometime in early spring 2015 this option may be available to faculty and staff.</p> <p><b>Net Ops:</b> Betsy discussed the possibility of replacing Net Ops that is used in student lab settings to monitor students using computers by lab personnel and instructors. Betsy provided a hand-out on a product call LanSchool. Any change will not occur until Summer 2015. No action is needed by ETAS at this time.</p> <p><b>Canvas Slowness:</b> It was mentioned by Dr. Davis that he has been experiencing some slowness at times using Canvas on campus. Betsy stated that any issues with Canvas should be sent to IT Support, <a href="mailto:ITSupport@easternflorida.edu">ITSupport@easternflorida.edu</a>. Faculty should not hesitate to email IT Support with any Canvas issue. This will permit IT to track trends and solve most issues by January 2015 when everyone will be required to use Canvas.</p>
<b>CONCLUSIONS</b>	

LIBRARY

MICHELLE REZEAU

<b>DISCUSSION</b>	<p><b>iPad Minis for OSD Students:</b> Michelle Rezeau reported that each Library now have available to OSD students 2 iPad Minis with the OverDrive App installed for OSD students.</p>
<b>CONCLUSIONS</b>	

STUDENT BASIC COMPUTER SKILLS

STEPHEN GALLAGHER

<b>DISCUSSION</b>	<p>Chuck Kise provided a historical explanation of the work the Stephen Gallagher and his committee have been addressing for over a year after another outside committee had agreed to address the issue of students lacking basic computer skills. Chuck Kise stated that he really does not hear this issue addressed, anymore. Kelvin Coles and Michelle Rezeau stated, individually, that they still see this issue in the learning labs and libraries. Chuck Kise suggested that Stephen's committee develop some resources that could be provided to any instructor who experiences a student with a deficiency in basic computer skills.</p>
<b>CONCLUSIONS</b>	<p>ETAS agree that providing resources to instructors on as needed basis would be the best approach for Stephen's committee to pursue.</p>

<b>DISCUSSION</b>	<p>Chuck Kise stated the deadline for submitting course material for adoption for Spring 2015 courses is October 15<sup>th</sup>. Chuck believes it is important to stress the importance of all faculty to use the 3<sup>rd</sup> Party Website Evaluation when considering the adopting the use with their courses. Also, faculty need to be reminded that if the proposed course material requires software, the software needs to be presented to ETAS for review and approval. Faculty needs to understand the importance that all educational technology must adhere to all OSD, FERPA and IT requirements.</p> <p>Dustin Files mentioned he has a copy of the recently AAC approved Course Materials Form that he would share with ETAS.</p> <p>A discussion followed that there needs to be a way to provide these forms to Provosts, Department Chairs and Cluster Chairs. Dr. Cobb offered to take this information to the next Provost's Meeting.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Chuck Kise will supply Dr. Cobb the forms and requirements for adopting educational technology.	Chuck Kise	Monday, September 9th
Dr. Cobb will share the above information at the next Provost Meeting.	Dr. Cobb	Next Provost Meeting.

<b>DISCUSSION</b>	<p>Dr. Cobb provide ETAS a copy of the Eastern Florida State College MyFoundationsLab Implementation Plan that was developed during the summer. Dr. Cobb explained how this was decided to be used for students by state law who need remediation but are now exempt from developmental education.</p> <p>In order to purchase the use of MyFoundationsLab the college has reduced some hours of Smarthinking which is owned by the same company, Pearson Publishing.</p> <p>Chuck Kise stated that in the future ETAS should be involved in these types of decisions as it is consider educational technology. Chuck did state that it will take time for everyone at the college to understand, completely, what should be addressed by ETAS.</p>	
<b>CONCLUSIONS</b>		

TURNITIN RENEWAL

DR. COBB

<b>DISCUSSION</b>	Dr. Cobb stated that the renewal for Turnitin is due in October. At this time there is no knowledge of any similar application. The discussion then evolved into other college software renewals and who manages those licenses.	
<b>CONCLUSIONS</b>	ETAS decided that since Turnitin renewal is due in October and, currently, there are no known alternatives.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Compile list of academic software licenses currently at EFSC.	Dr. Cobb	October 30th

COMPUTER VIRUSES

CHUCK KISE

<b>DISCUSSION</b>	<p>Chuck Kise brought to the committee a recent computer virus issue that resulted in an instructor losing over 1,300 files. Many of these files are used by the instructor for instruction.</p> <p>The committee discussed measures to prevent these types of issues.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Marilyn Cook will be contacted about the possibility of offering training to faculty on how to protect their files	Chuck Kise	October 30th
IT will create a document for faculty to explain how faculty should store their data and protect their data from a variety of data loss threats.	Betsy Wetzel	October 30th

FACULTY AND STUDENT TECHNOLOGY SURVEYS

CHUCK KISE

<b>DISCUSSION</b>	<p>Chuck Kise explained that ETAS conducted a faculty and student technology survey in the Fall of 2012. At that time ETAS decided that the surveys would be conducted, again, in two years.</p> <p>Dr. Davis stated that the time may not be appropriate with faculty and students getting prepared this Fall for the full implementation of Canvas in January 2015.</p>	
<b>CONCLUSIONS</b>	ETAS decided to wait until Fall 2015 to conduct the technology surveys.	

NEXT MEETING

CHUCK KISE

<b>DISCUSSION</b>	<p>The next meeting of ETAS will be in September, however, if any committee issues arise in the interim be prepared to participate via email.</p> <p>Committee members should notify Chuck if they no longer want to participate on ETAS so he can get a replacement for the next academic year.</p> <p>Michelle would like to continue on ETAS, but would like to pass the torch of note taking to another committee member. She has taken minutes for the last two years.</p>	
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