

Educational Technology Advisory Subcommittee

MINUTES

9/26/2013

2:30 – 4:00

MELBOURNE 10-204

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| MEETING CALLED BY | Chuck Kise, Chair |
| TYPE OF MEETING | Monthly Meeting |
| NOTE TAKER | Michelle Rezeau |
| ATTENDEES | Chuck Kise, Dustin Files, Dr. Daryl Davis, Sandi Lanza, Stephen Gallagher, Michelle Rezeau, Salli DiBartolo, Betsy Wetzel, Dayla Nolis, Kelvin Coles, Dr. Kathy Cobb |

Introductions: Chuck welcomed Dr. Daryl Davis, science faculty, as the new Melbourne campus representative to ETAS.

Agenda topics

UPDATE: IT NEWS

BETSY WETZEL

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| DISCUSSION | <ul style="list-style-type: none"> • Wi-Fi: installation has been completed at all campuses. • Student email: has been converted to "easternflorida.edu". SharePoint replaces Sky Drive within Outlook web mail account and provides 25G of storage space. If student previously had a Sky Drive account they will see both. SharePoint allows documents to be shared with other students. Alumni keep student email accounts permanently (including Office 365). • BCC email for faculty, staff and students will forward to EFSC email for one year, until May 2014 • Cloud storage: there are still security concerns about moving towards cloud storage. What goes there? How to comply with FERPA? Only one other FL institution has gone to cloud storage. There is no real cost savings by moving to the cloud. • Office 365: is available for free to students within their Outlook web mail account (see the tabs at the top). It includes the MS Office suite of programs. IT would like faculty to review Office 365 functionality within a student email account. Does it support course needs? If so, then students won't have to purchase or license software for spring 2014. | |
| CONCLUSIONS | IT Staff are putting together a document to send to students about their Outlook Web Account, SharePoint and Office 365. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Review functionality of Office 365. | Chuck Kise, Salli DiBartolo, Sandi Lanza, and Kelvin Coles | As soon as possible |

UPDATED: AT NEWS

DAYLA NOLIS

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| DISCUSSION | Camtasia Relay the new capture software at EFSC is up and running. About 36 instructors are currently using. Training is on-going and has been well attended. Watch <i>News You Can Use</i> for training announcements. The AT website also has information about setting up and using Camtasia Relay. |
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| | <p>Speech faculty have asked for cameras in their classrooms so students may record their speeches with Camtasia. AT has identified a compliant camera and IT will provide the funds to purchase.</p> <p>Future upgrades to the multimedia classrooms should include Camtasia compliant cameras.</p> | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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UPDATE: LMS SUBCOMMITTEE

SALLI DIBARTOLO

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| DISCUSSION | <p>Several faculty are trying out two LMS platforms: Blackboard and Canvas. A final decision will be made December 1. Functionality, price and support are the key deciding factors. Training will begin in January 2014. A small test group of faculty will implement in Summer 2014 and a larger test group in Fall 2014. The entire college will implement the new LMS fully in Spring 2015.</p> | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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OLD BUSINESS: PROCTORED EXAM
POLICY ISSUE: CALCULATORS

KELVIN COLES

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| DISCUSSION | <p>A list of approved calculators has been developed by the Math Cluster. The AAC will vote to approve the list at its next meeting and disseminate to all the Learning Labs.</p> <p>The Cocoa Math and Learning Lab is concerned about clearing the memory of each approved device. The staff may not be familiar with every device and is concerned some students may be able to cheat on exams by storing formulas or numbers.</p> <p>The CMaLL staff want to make sure the faculty understand that it may not be possible to clear the memory on all approved calculators used during exams.</p> | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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OLD BUSINESS: BASIC COMPUTER
SKILLS

CHUCK KISE

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| DISCUSSION | <p>The New Student Online Orientation was supposed to include an assessment of basic computer skills. It does not. The orientation is on hold at this time. To truly assess skills there should be a pre-test, opportunity for remediation, and a</p> | |
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| | <p>follow-up post test. Students need to demonstrate they have the required skills not just self-report.</p> <p>Is there still a need to address computer skills at EFSC? Are our students proficient?</p> <p>Is this something that can be included in the QEP Core Scholar Program?</p> |
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| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Ask the AAC if assessing basic computer skills is still a need at EFSC | Chuck Kise | Next AAC Meeting |
| Ask our respective faculty if they feel students are proficient with basic computer skills | Committee | By next meeting |

**NEW BUSINESS: TITUSVILLE STUDENT
COMPUTER SET UP**

STEPHEN GALLAGHER

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| DISCUSSION | <p>MyITLab is used in all Microcomputer Applications courses at EFSC. Pearson recently rolled out a new version of the software which blocks pop-ups. This has caused an issue in the classroom at Titusville and for students trying to do their assignments.</p> <p>The new version of MyITLab requires that pop-up block settings be changed on the browser software of each school computer. EFSC is currently using IE 9 due to compliance needs of other software (ex. Banner). MyITLab requires IE 10. This means students must access MyITLab with Firefox or Chrome. Unfortunately, only IE's settings can be changed globally. The students must individually change the settings on Firefox and Chrome. This has caused problems, since the students do not always remember to make these changes and it prevents them from accessing MyITLab properly.</p> <p>Response time from IT was also an issue in this situation. IT was actually working on the problem but it wasn't communicated properly. IT requests that have a direct student impact should have a high priority.</p> |
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| CONCLUSIONS | <p>Betsy has addressed the communications issues with IT staff to avoid confusion in the future. Anytime a faculty member has an issue with IT response time, please contact Betsy directly so she can look into the issue.</p> <p>IT will install IE10 in the Titusville computer classroom T01-126 <u>only</u> so that MyITLab can be used.</p> |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Install IE10 on the computers in T01-126 | Betsy Wetzel/IT | As soon as possible |
| Once IE 10 has been installed in T01-126 and the global setting changes have been made, test that MyITLab can be accessed properly. | Stephen Gallagher | Before next meeting |

**NEW BUSINESS: PUBLISHER WEB
SITES**

CHUCK KISE

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| DISCUSSION | There are 42 courses at EFSC that use a publisher website or a textbook companion website. Either an access code is purchased by the student or one |
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comes with the course textbook.

Often the companion site contains assignments which are automatically graded by the site. The grades are stored on the publisher's site and have to be manually input into the Angel grade book.

There are several concerns:

- FERPA compliance
- 508 compliance
- IT issues: browser compatibility, browser settings and additional required plug-ins
- Technical Support issues, i.e. who does the student contact for help with the site?

Should there be guidelines established to evaluate these sites before adopting? Should the ETAS vote to approve each site to ensure all concerns are adequately addressed?

This is a complex issue as it relates to textbook selection. The procedures vary widely for selecting textbooks.

Could there be a checklist developed by ETAS to be used by each textbook selection committee to ensure all concerns are addressed? The approval by ETAS could be done quickly via email. We have addressed other time sensitive issues in this manner.

CONCLUSIONS

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Discuss publisher web sites with the AAC | Chuck Kise | At next AAC meeting |
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OTHER ACTION ITEMS

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Communicate ETAS news and solicit input from respective faculty. | Each committee member | Ongoing |
| Solicit Dr. Kennedy for a new Cocoa faculty representative. Sandi Lanza represents Health Sciences and Nursing, not necessarily the entire Cocoa campus faculty. | Chuck Kise | By next meeting. |

Next Meeting: October 31, 2013, Cocoa Campus, 12-205 2:30 – 4:00.