Members in attendance:

Deatherage, Janet  School of Continuing & Professional Studies
Faught, Jim  School of Law
Hupert, Anne  College of Arts and Sciences
Kelly, Michael  School of Social Work
Malliaris, Mary  School of Business Administration
Montes, Bruce  Information Technology Services
Moy, Terry  Marcella Niehoff School of Nursing
Price, Ron  Stritch School of Medicine (out of town)
Ryan, Kathy  Information Technology Services
Scheidenhelm, Carol  Academic Affairs
Seal, Robert  University Libraries
Tuchman, Nancy  Office of Research Services

I. Current Technologies and Updates
   a. Online course evaluations:
      i. The spring 2008 pilot for SNAP (course evaluation modules) will proceed. It was suggested that following the pilot there be an FAQ to address questions/fears/concerns about online evaluations from faculty and students. It was stated that faculty, for example, may have concerns about the availability of online data from evaluations to be repurposed for tenure and promotion review.
      ii. Ron reported that the SoM ties course evaluations to grade release to encourage students to participate. They have had good responses to emails with “click through” to the evaluations. The School has self-developed standards for these evaluations that cross courses.
      iii. Jim told us that the Sol. has used Opinio for course evaluations for the past few years and response rate is down from when they used in-class pencil and paper evaluations.
      iv. SoN had a response rate of only @ 6% for online evaluations from undergraduates, according to Terry. He contends that graduate students are more likely to do the evaluations (they get a higher return rate from their grad students).
   b. Email forwarding
      i. Anne raised the issue of problems created by allowing students to forward email. She would like to see the issue opened for reconsideration. Her contention is that students too frequently do not get the forwarded email resulting in a nightmare of extra work for faculty and staff (tech support, sending extra copies, etc.).
      ii. Bruce explained that forwarding was instituted based on numerous requests from students and faculty, but agreed that it necessitates extra support.
      iii. Ron stated that forwarding causes them to spend time providing support for problems that have nothing to do with LUC servers.
   c. What is going on in your units?
      i. Mary: two faculty members will be teaching their courses only online for a period of time as a test of their preparedness for a campus closing. Each will fill out a response form to document their experience (provided by LTA) and their students will also be queried about the experience. Results will be shared with the ATC and the Preparedness Committee.
      ii. Ron: SoM is videotaping lectures (two lecture rooms are recording continuously); faculty have the ability to opt out of having their course lecture delivered online. Those that appear online are there within 12 hours of the original presentation. The students surveyed have provided overwhelmingly positive feedback. There has been a 10-15% drop in class attendance since the videos were provided.
Regarding bandwidth issues: Ron reports that their students are downloading video over audio files at a 3 to 1 ratio.

iii. Bruce talked about a pilot going on this spring testing streaming and video capture capabilities in the IC.

II. Spring ATC schedule
   a. March 26: update on Bb 8.0 (25 E. Pearson): Jack Corliss will present information about the newest version of Blackboard and the committee can begin discussion on whether we should recommend upgrading in May to the Steering Committee.
   b. April 23: clickers (LSC—Info Commons): three faculty members will present demonstrations of three different clicker systems currently being used on campus. ATC will then consider which system would be best to recommend to the ITS Steering Committee for campus-wide adoption.

III. Topics for discussion
   a. Review of topics: what should be eliminated and what added?
   b. **Importance of having alternate in case you cannot attend meeting**

IV. Technology Priorities and Facilitators: (as listed in Wiki: [http://academictechnology.pbwiki.com/](http://academictechnology.pbwiki.com/) password atcluc

   - Learning Spaces
   - Electronic Course Evaluations
   - Hardware and Software
   - Clickers
   - Digital Media
   - Campus Communication
   - Emergency Communication
   - Pedagogical concerns
   - Role of Library
   - Copyright Charges
   - Course Management Systems

V. Presentation: Information Commons resources (library staff)
   a. Alison Stillwell provided an overview and demonstration of TeamSpot collaborative software.

VI. Next meeting: Wednesday, March 26, 1:30-3:30; WTC (713 at 25 E. Pearson)

   Carol Scheidenhelm, session recorder