I. Topics for discussion
   a. Online course evaluations (Jack Corliss—via phone):
      • Jack provided a brief history of Loyola’s use of Opinio survey software. It has traditionally been used for those Teacher Course Evaluations (TCEs) that have been online. However, we are limited to 100 creators (by contract). Each unit’s evaluations must be done separately, taking considerable time for the IT staff but primarily for departments; the creators (resident in the departments that have online TCEs) are responsible for putting the TCE together and working with IT to administer them.
      • Fall 2007: Course Eval 3 was piloted for TCEs in several departments. Instructors were able to see their own reports and the surveys were LDAP authenticated. There was, however, no flexibility of ordering reports. A license for this program would run $18,000 annually.
      • Spring 2008: SNAP was piloted, again by several programs. It does not LDAP authenticate; students login to an online web system to take survey. Reports had to be built, which was not an intuitive process; this delayed the release of the survey reports to faculty. IT worked with the company to develop a booklet of instructions for report creation. If we were to purchase a license for TCEs only, it would be a flat fee of $2700. For a fuller license (which would allow for students us use the program for learning to develop surveys in their courses), the flat fee is $5000. Additional researcher accounts can be purchased for $248. per ten logins. **NOTE:** SNAP Professional 10 will allow for LDAP authentication.
      • If we are to move forward with the purchase and installation of software for fall TCEs, IT needs a decision by late September (Departments need time to develop their online formats). There was no money in the budget allocated for survey software purchase,
      • A discussion followed regarding the success of online vs. in-class evaluations. Several points were made, including:
1. Courses taught 100% online will need some type of online evaluation
2. The low return rate of TCEs done online is a concern on several fronts: if the survey results are being used for promotion and tenure, or continuation of contract decisions, a limited number of replies may be giving inaccurate information to those making these decisions. While many of the online evaluations submitted were of better quality (more qualitative responses), it cannot be generalized that all respondents would have answered in the same way (the extremely favorable and those extremely unhappy are likely to respond, skewing the results).
3. The SOC, SOB, SOL all agreed that they are moving in the direction of online TCEs and that this is the direction the campus should be taking.
4. The group exchanged ideas for improving the return rate for online surveys, including attempting to freeze grade release until surveys are posted. There was no real workable solution proposed but all agreed this will continue to be an issue.
   - Jack also reminded the committee that older Blackboard courses (fall 2006-spring 2007) will be expunged from the system on October 15.
1. Jack requested that the committee consider the issue of how long backed-up courses should be retained.
2. The committee was asked to check department policies for how long records are kept from past courses.
3. Carol will check with R & R to see if there is a LUC academic records retention policy that might pertain to this issue.
4. ITS is working on a long-term storage solution

   b. Mary: raised the issue of the School of Business interest in software that would prevent internet searching and texting during online exams. Since they are doing more exams on computers, they are aware this problem will continue to grow in enormity.
      - SOL uses Software Secure, which requires a lot of prep work and a unique exam number for each student and each test. It does, however, secure exams so students cannot browse, copy and send questions during the test. It does not prevent texting on cell phones, etc. Faculty do have the option to require all backpacks and portable devices to remain in the front of the classroom during exams.
      - SOL would use secured software for comps if it could lock access.
      - SOL will be hosting the Illinois Bar Exam. The first day is essay and second day multiple choice.
      - Respondus: would this program, that works with Bboard, provide the needed security? LUC will initiate a month-long pilot of this software in November, 2008 to see if it will meet the needs of the units doing online testing.
      - What are the pedagogical issues involved with online testing?

II. Initiatives
   a. Bruce updated the committee on the university-supported blogs, wikis and media workshops.
      - Their work resulted in the establishment of IGnation.luc.edu, a web interface that links to the various campus resources for these online technologies. Users can request a podcast, wiki, blog or video (live or recorded) through IGnation; additionally, this site provides access to already established resources.
      - All the resources provided require work by the presenter/creator (especially the video requests). There is increased demand for these collaborative resources for class and general academic work. IT, however, does not have the resources (people) to record and edit work for faculty or students. There are facilities on campus, however, where faculty and students can do these processes themselves. IT staff can provide training for how to use the equipment.
      - Live stream—someone from IT needs to be involved to do a live recording. They are investigating having an IT student who might help with this part of the process.
b. Bruce also explained that LUC is re-investigating an iTunes U contract with Apple. Since we last looked at the service, the IP issues have changed. We will be reviewing the contract with the potential for signing and establishing a iTunes storefront for the university.

c. Carol remaindered the committee that we need to continue our investigation of clickers this fall. Our original goal was to have a recommendation in place by late spring. Carol will continue to work with the clicker companies to schedule demonstrations of the products this fall.

d. Janet gave an update on the copyright project the committee is working on. Due to some confusion over the LUC copyright websites (there are several) and the need to consult with legal concerning our FAQ answers, the brochure we hoped to have ready by August was delayed.

III. Topics for future meetings:
   a. LUC’s IT roadmap (September: Dan Vonder Heide)
   b. Web and media resources available for faculty (October: Terry Moy)
   c. How to effectively determine what resources faculty need
   d. Video conferencing
   e. Web conferencing
   f. Clicker vendors
   g. Campus-supplied software—goal: to coordinate purchase of software beyond Microsoft
   h. Vision and mission of online, blended and in-class instruction and instructional technologies

IV. Establish meeting day and time for upcoming year: ATC will meet the 4th. Thursday of each month from noon-2:00 PM. Meetings will rotate between LSC and WTC. Because the 4th. Thursday in November is Thanksgiving, we will meet on Dec. 4th.

V. Wiki: http://academictechnology.pbwiki.com/ password atcluc