LUC Academic Technology Committee
Thursday, April 26, 2007
Meeting Minutes

Committee Members in attendance:

Deatherage, Janet   School of Continuing & Professional Studies
Ensminger, Dave     School of Education
Faught, Jim         School of Law
Hupert, Anne        College of Arts and Sciences
Kelly, Michael      School of Social Work
Kleinman, Daniel    Student Representative
Malliaris, Mary     School of Business Administration
Maloney, Diane      Institute of Pastoral Studies
Montes, Bruce       Information Technology Services
Moy, Terry          Marcella Niehoff School of Nursing
Ryan, Kathy         Information Technology Services
Scheidenhelm, Carol Academic Affairs
Seal, Robert        University Libraries

I. Current Technologies

   a. Janet: School of Continuing and Professional Studies student survey
      Our committee was impetus for their survey. They have almost completed the
      survey and will report results to the group. They are also willing to share the
      survey when complete.

   b. Carol: Blackboard upgrade information
      Blackboard 7.2 upgrade on May 14th-18th. We can go straight to 7.2 because we
      have been keeping up with patches. John P wants Provost to send
      announcement about upgrade and new policy. Test site for new Blackboard
      version has test classes, grade books, discussions and you can upload data.
      Doing extensive testing with different browsers (IE6, IE7, Firefox). Looks
      different, especially discussion board assessment features in grade book. Contact
      Carol for instructions. Send email to blackboard@luc.edu to give feedback or ask
      questions.

II. Computer recommendations from LUC for incoming students (Discover Loyola)

   a. Standard good—better—best requirements to provide students (agreed on by
      departments). Exceptional exceptions can be noted (as fine Arts Mac
      requirements). Working with Dell to establish good – better – best packages to
      appeal to wide range of needs and affordability. Group liked the idea of having
      different price points and specs to appeal to all students. Discover Loyola and
      Marketing will advertise the packages from Dell. They also want a Dell rep to
      come to their information sessions. They have had an Apple rep there for the
      past couple years.

   b. List of supported platforms is being reviewed and revised.

III. Focus groups—reps from each unit represented by ATC (Bruce)

   Group was canceled because of poor turn out. Often get a lot of CS students, but they
   want better representation of entire university. This was the first time they went to
Student Affairs and Marketing to get students. Is the message reaching students too late? Is it just poor interest? Dave recommended randomly selecting 200 students and sending them invitations. Anne suggested UPC may be a source. Perhaps we are asking too many things of them from too many areas.

IV. Department reports from remaining groups (those who did not report at the previous meeting)

Dave Ensminger
- Cannot get to GroupWise archive from home – we discussed that accessing archive is difficult without using Remote Desktop to access work machine.
- Secure remote access from home – Remote Desktop has some issues with security.
- PCR cycle and replacing PCs with laptops and docking stations – computers on a 4 year replacement cycle and laptops are used when there is a business case, i.e. the “road warriors” because of added expense and security for laptops in workplace.
- Convert VHS to Digital formats – ITS has some older equipment available to do this task.
- Digital video recorders that store directly to DVD – ITS has them available for check-out
- Complete wireless access in LT – there is a campus wireless initiative in place.
- Opportunities for more training events – Blackboard clinic, units can schedule departmental training. Contact ITS for Blackboard overviews or cschei1@luc.edu for teaching-with-technology topics.
- Qualitative data relationship software Nvivo – available in one lab on each campus. Lauree Garvin can arrange access for individual users.
- Shift to electronic course evaluations – some of the pitfalls are not getting students to fill out evaluation while you have them there and how you can tell if student participated. Bruce can show them how to use Opinio and scantrons can be converted to electronic format. Daniel K prefers traditional scantron because it is handed out in class and you do it right then. The trade-offs are use of class time, money, info not returned in a timely manner and nobody has to enter the data. Blackboard adaptive release can put a link to the survey to go on to the next step.

Jim Faught
- Planning renovation of 25E – using survey (monkey or gorilla) to inquire about library use, computer labs and laptop usage.
- Law School uses Secure Exam software to administer final exams on laptops. You can use either PC or mac. Beginning May 7th, 90% finals administered on laptops. When students login to the software, everything else on desktop is locked out. Exams get sent back as electronic files and printed out. Features: login and logout, new version stops at 3 hours. Blackboard Building Block for secure exam.

Terry Moy
- School of Nursing needs online community for students to get to know each other – limitations in Blackboard that course content can not be copied over or exported outside Bboard. They are looking into MySpace and Facebook.
- Space issue in Blackboard is making them question digital streaming
- Want course copies automatically copied over rather than sending email.
- Users with 3 or 4 computers using VPN. How can they get to U: drive from home.
- LUMC ID is having problems with Health System Library
Carol Scheidenhelm

- New Staff June 4th Learning Technologies Coordinator will begin. Assessment Coordinator position to be posted by mid-May.
- Blackboard Policy approved. Our first new policy sent to the steering committee approved!
- Registration database for signing up online for workshops will be available in August – called Marketplace.
- Susan Malisch said remote controls are vanishing from labs. Some lab remotes are on cords that do not stretch far enough.
- Need for better documentation and training to work AV equipment. Standardizing the equipment in the E-classrooms has been a tremendous help in learning how to use equipment. Suggested laminated job aids to help tell you how to setup and troubleshoot.
- Provost wants our group to be involved in design of future classrooms. Jim F. volunteered to chair this subcommittee. Some problems are tablet chairs are uncomfortable, but due to overcrowding, they are the only option, need for interactive whiteboards, most classrooms in Maguire the screens cover the whiteboards.
- Enhancements to Blackboard that would make it more usable for a cost. Community System- Student Government could have a site. Build courses outside of structure - library resources tab link for example. Look at some of these add-ons and make recommendations.
- Copyright and Reserves – library doing sessions to inform faculty. Make sure the resources are there and that they work. You have to pay for copyright. Have a student fee for copyright. Make departments aware of proactive ways departments are using these.
- We agreed to meet over the summer. Carol will send out an email to ask when we cannot meet. May use video conference room over summer.

Daniel Kleinman – Student rep

- Will not be part of student government in fall but would like to continue on ATC. Carol will check with Steering Committee.
- Students need better way to find out about speakers on campus, seminars and other events. Thinks RSS feeds are a good way to do this. He would like to work with ITS to test this. Bruce informed him it is really a Marketing project. They are in charge of the digital signage.

V. Possible solutions for sharing documents

a. ATC Wiki
   i. [http://academictechnology.pbwiki.com/](http://academictechnology.pbwiki.com/)
   ii. Password: atcluc
   The group agreed to use the pb Wiki (a free tool) for our communications.

b. Sakai (CMS system piloted by LUC)
   Open Source source management system. Encouraged us to play with it and use as a Blackboard replacement if fees continue to climb.

Kathy Ryan, Recorder