

**Academic Technology Committee**  
**February 26, 2019**  
**Minutes**

**Present:** K. Barry, J. Chen, M. Dentato, C. Dickman, J. D'Agostino, J. Gurnak, M. Heller, A. Hoyt, F. Kaefer, M. Kelly, H. Ma, J. Mansbach, M. Melstrom, G. Menon, B. Montes, S. Moon, M. Rezey, K. Roberts, M. Thibeau, K. Thomas, D. Vonder Heide, B. Youngberg, T. Walker, A. Walcott

**I. Review of Minutes**

Please review minutes from prior months and email any changes.

**II. Technology Updates from ITS (Montes)**

Update on Sakai 12 upgrade (Wolcott):

- Deliverables for communication plans: posted information on ITRS and Office of Online Learning websites. Session and a resource table at the Technology Showcase.
- Training Sessions Scheduled March 5 and March 8.
- Testing of Sakai 12 is on-going and going well. Should be complete next week.
- Beta testers are working on the site, please contact Ashley, Bruce, or Tim if you want to participate in this.
- Scheduling of targeted outreach (for example to SCPS) is starting, this can be set up for any other departments.
- Online open forum March 29 and April 26.
- Upgrade will take place May 10.
  - Question: First date of summer online term—what should students expect? Tim answered: It will start very early morning and should be complete at 7 AM.
  - Question: Is there any discussion of removing TurnItIn? Bruce: No talk of this, there will be a meeting about administration of the software, but not replacement of the tool. Any project with that would come to this committee.

Report on the Technology Showcase.

- Capped attendance at 225. Excellent attendance. Please fill out surveys.

Key Upcoming Technology Changes (Montes)

- Presenting to ATC prior to the Steering Committee or PRB. Not all these projects are relevant to the ATC, but will highlight the ones of interest to the group.
  - *Course Evaluation System:* There has been an active workgroup since the start of the fall. They have made their final recommendation to the Provost for Smart Evals. Possible fall implementation.
  - *Online Survey Tool:* This group has been working for over a year to find an institutional tool that all units can use. Group recommends Qualtrics. Possible fall implementation.
  - *Communication to Loyola Students:* Council for Student Success Technology Subcommittee is analyzing the landscape of communication at Loyola. There are over 60 channels of communication to students. This group is studying peer

institutions and the technology landscape. The subgroup that Bruce chairs will make recommendations for process to the committee.

- *Preferred Names*: Faculty, students, and staff would like more control over preferred names and pronouns. That group will identify capabilities by May.
- *Parlance Voice System*: (Vonder Heide) Parlance Voice System was implemented in January. The switchboard is staffed by students, and this is backup for now, but probably will take over more time in the future.
- *Email in the cloud*: About 60 people in ITS have tested moving Exchange On Premise to Exchange in the Cloud. This will be seamless for users, and is an advantage to the university to not have to maintain servers locally. The Outlook on the Web will have additional features. People using the desktop client shouldn't notice anything.
  - Questions:
    - M. Heller about LastPass project: Montes said they are moving to an enterprise version in April/May. He will look into what happens with free personal accounts. H. Ma will take this back to ISAC and request additional information for ATC.
    - J. Chen about VPN verification token: H. Ma reports that email as a token is not recommended, but at this point there is no specific plan to remove this as a second token.
    - M. Dentato comment regarding chosen names and pronouns - ensure that we are thinking holistically from admissions throughout the student time at the university. The School of Social Work has a policy and training regarding this. Dentato offered to participate in the project. Project has been analyzing the technology, but hasn't really kicked off; will ensure that the information about policies and departmental resources is made available.
    - G. Menon about email in the cloud - privileged/secure? Answer from Dan Vonder Heide: Yes, this is confirmed.
    - M. Thibeau about Smart Evals - would it be "off the shelf" or customized. Montes: Work to be done is around contracts, LOCUS information, and setting up all the administrative roles.
- Additional projects with upgrades or updated contracts:
  - OIP is moving some functions to Slate.
  - Secure submission of W9.
  - Sonia is the social work field placement system.
  - Maxient is the judicial system.
  - Protocall is a platform for health and wellness. Both J. Gurnak. and G. Menon would like information about whether this is intended to be available to online students and if this raises compliance issues.
  - JAMF (Mac management platform)

### **III. ITS Workload Requests Related to Teaching and Learning (Montes)**

- No other workload requests specific to teaching and learning at this time.
- To initiate use online form or contact B. Montes

### **IV. ATC Members Reporting**

- M. Heller announced the Fair Use Week Workshop (Feb. 27, 2019)
- FCIP has a new podcast series, interviews with various people on campus about their work. New 22 minute episode every three weeks. Available through their website and iTunes.
- H. Ma asked group to reform Copyright Committee. The library is willing to initiate the process, and wants to find out from ITRS and Office of Online Learning about their needs for this. B. Montes added that the Copyright Committee did originally grow out of ATC, but had dissipated. J. D'Agostino reported that the university had a new compliance office and we should check with them.
- J. Chen asked about including documentary footage considerations in the Fair Use Workshop to provide an additional avenue.
- J. Gurnak reported that the Office of Online Learning was planning to put together an asynchronous course for preparing digitally accessible course materials. K. Dalton is taking the lead on this.
- T. Walker reported that they are working on getting JAWS and Inspect available across campus at various workstations for faculty drop-ins to help faculty test materials. There are currently spaces in IC and Corboy. Information on this will be made available in March. Additional question about making this a site license. There are limited licenses due to the cost, and units who want additional licenses to work with ITS to ensure bulk pricing. As far as ITS knows there aren't any licenses at HSD.
- T. Walker reported that the instructional technologies course will start again March 11. There are still a few additional spots.
- J. Chen asked how the university website could host 360 VR content. ITS hasn't been contacted. A. Walcott and B. Montes will check on whether UMC needs any help with this.
- B. Youngberg reported that their faculty had Zoom Cloud recording rights, but this access expires after 30 days. Bruce has been made aware of this, and will follow up with additional actions. Positive experience with Zoom in the Law School.
- K. Roberts asked whether Cuneo 318 which is a second-generation smart classroom will have any upgrades. T. Walker will follow up.

### **V. Other Business**

- Next Meeting: Wednesday, March 27, 2019, 1-2pm, LSC, 1-2pm, Cuneo 410