

Academic Technology Committee
October 13, 2020
Minutes

Robyn Mallett called to order the regular meeting of the Academic Technology Committee at 1pm on 10/013/20 through Zoom Meeting ID: 81782612427

Present: A. Aukstuois, K. Barry, I. Colon, E. Edejer, E. Forestieri, J. Gurnak, L. Hood, A. Hoyt, R. Johnson, P. Jones, F. Kaefer, M. Kelly, H. Ma, J. Mansbach, R. Mcnees, B. Ohsowski, M. Rezey, D. Vonder Heide, T. Walker, M. Wolfe, B. Youngberg, S. Zurek

- Brief introductions all around
- Committee governance structure

The ATC is one of five sub-committees under the IT Executive Steering Committee (ITESC). The ATC is charged with advising on technology directions, strategies, policies, plans, and priorities important to Loyola's goals in teaching, learning, research, and other academic objectives.

- Review membership, charter, membership expectations

The expectations of this group is that members will be available to discuss and make decisions on technology that will enable better teaching and learning. Everyone is responsible to bring the committee technology issues from their schools and take back information to their schools regarding updates and projects.

See link below for full list of members and charter

https://www.luc.edu/its/governance/gov_atc.shtml

- Technology updates from ITS

October 1st The Academic Continuity Working Group recommended the University adopt a 180-day retention policy for zoom recordings. The Zoom recordings can be saved to a Panopto repository for future use. However, faculty must have a signed consent form from every student whose name or likeness appears on a Zoom recording before it can be used for another course.

LDE (Loyola Digital Experience) Foundational changes in technology underway such as MFA (multi-factor authentication), DLP (data loss prevention) for sensitive data, and password self-service to provide easier management of user password.

In early 2021 when these changes are in place, we will be able to use a stronger password and keep passwords for an extended time.

Link to Organizational chart for ITS new structure is [HERE](#).

Robert McNeese inquired about support for faculty (who had students sign consent forms to release their recordings) who want to save their classroom recordings from zoom to panopto. Several sessions have been offered to help faculty with the process. Instructions for transferring videos appear here:

<https://www.luc.edu/its/itrs/teachingwithtechnology/zoom/zoomupdates/>

Faculty may also request an individual consultation to walk through the steps live. Simply email the ITS Service Desk (ITSServiceDesk@luc.edu) to request an appointment.

- Sakai 20 upgrade

The committee approved this upgrade in May 2020. In the past a May upgrade was used. The recommendation was to try a calendar year upgrade. Members agreed that a December 21st works best for the group due to final exams. A series of *What's New in Sakai 20?* webinars for faculty and students will begin in mid-November.

- Recruiting for the Research Technologies Workgroup (RTW)

The research group is highlighted on the ATC webpage. This group needs volunteers for open areas. Feel free to suggest additional representatives to Robyn Mallett if you see an area that is not on the group but has unique needs for technology related to research.

- Assessing teaching in asynchronous/synchronous modalities

We have to evaluate NTT instructors on their synchronous and asynchronous instruction to comply with union regulations. Deans would like suggestions regarding how to assess teaching in these two modalities. Members reported that some schools have questions specific to teaching modality on smart evals. Please send additional suggestions to Maribeth Rezey.

- Please send Robyn Mallett any recommendations for committee outcomes you would like to see this academic year.

Meeting minutes submitted by Iris Colon

Next meeting on 11/02/20 1:00pm

Zoom Link <https://luc.zoom.us/j/85148271567>