**Academic Technology Committee
September 18, 2019 Meeting
Minutes**

**Present:** K. Barry, S. Crowell, J., C. Dickman, J. D’Agostino, J. Faught, D. Garbarski, , J. Gurnak, M. Heller, A. Hoyt, F. Kaefer, H. Ma, J. Mansbach, R. McNees, G. Menon, B. Montes, M. Rezey, J. Singer, M. Thibeau, K. Thomas, T. Walker, A. Walcott, B. Youngberg, F. Yun

**Technology Updates: (Montes)**

* Sakai 12 Upgrade
	+ The upgrade occurred on May 10th
	+ What’s new in Sakai training wrapped last week
	+ If you have questions reach out to ITS. (itsservicedesk@luc.edu or 773-508-4487)
	+ Some users have indicated a slowing of the platform – Barb Youngberg
		- Hosting provider (Longsight) says there is no performance issue
		- There is a pilot in progress to reduce the number of courses users are registered in
		- If you notice that Sakai is running slower than usual, report the issue to the ITS Service Desk (itsservicedesk@luc.edu or 773-508-4487)
* Just in Time Online – a self-paced training for faculty members who would like to put a class activity online.
	+ 20 faculty and staff member previewed the training and providied feedback
	+ Changes were made based on the feedback
	+ There was a presentation at FOTL
	+ The training needs official sign-off from the Provosts Office
* Qualtrics Survey Software
	+ Contract finalized in the summer
	+ Department accounts will be consolidated
	+ It will be available for use by the end of the month if single-sign-on is configured by then
	+ Students can also use Qualtrics
	+ A policy will be established in a Meeting with IRB and ORS
	+ [Qualtrics webpage](https://www.luc.edu/its/itrs/researchtechnologies/qualtricsiscomingtoluc/) went up today that you can check for updates
* Follett Bookstore
	+ Completed integration with Sakai
	+ Can be added from toolbox
	+ Default tool in Spring course shell
	+ Icon will update on Monday
	+ Last item on course site
	+ Can be removed
	+ Purpose: convenience of accessing directly from Sakai as well as access electronic resources
* Smart Evals Course Evaluation tool
	+ Dept. Admin training has had this training
	+ FOTL Presentation
	+ Released in August
	+ Some more training happening this Fall
	+ Spring 2020 integration with Sakai
	+ There will be a new project for Phase 2 of initiative
* Learning Portfolio Program
	+ There will be vendor product demos in October
	+ Final product will be chosen around end of October

 **Discussion Regarding Future Meetings:**

* IT Steering Committee looking forward to a forecast of what we will be working on
	+ ATC will prioritize projects for the ITS Steering Committee
* Ideas for projects that ATC will tackle next year:
	+ Fred – SOB – find a process or technology to collect syllabi
	+ Barb – SOL – when technology upgrades occur:
		- Upgrade usually happens end of spring which works for almost everyone but the Law school
	+ Sakai – we have been using Sakai since 2013
		- Should we look into a new LMS? How is Sakai working for LUC?
	+ What are other schools using in addition to Sakai? - Barb
* Future ATC presentations:
	+ 1 or 2 groups come and present on the technologies that they use
	+ ITS – Present on what technologies are available
	+ Citation tools
	+ Zotero vs. Refworks

 **Informational Sharing:**

* + Library
		- Updates to Library website that went up in Fall
		- New Service page
			* Separated by user
			* Let us know about any barriers on the website
			* Possible November Demo
			* Maybe integrate some library tools in Sakai
	+ FCIP – FOTL
		- Doubled the number of co-sponsors for FOTL
		- Input on FOTL:
			* How do we market call for proposals and attendance?
			* Virtual attendance, recordings, etc?
			* Pilot: Record keynote speaker
				+ Discuss in October meeting
	+ Info and tech showcase
		- Thursday, February 20th

**November Agenda**

* + Project prioritization