**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](mailto: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](mailto: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