Academic Technology Committee
April. 23rd 2019
Minutes

I. Attendance:

II. Review of Minutes

    a. There were no changes made to last month's minutes.

III. Technology Updates from ITS (Montes)

    a. Sakai 12 Upgrade (Walcott)

        i. The upgrade will take place on May 10th

        ii. Sakai 12 documentation will be updated and available on May 3rd

            1. If you previously linked to specific pages within the Sakai documentation, you will need to update the links after May 3rd

            2. If you have trouble finding the updated version of a document, please contact ITRS.

        iii. Training Sessions

            1. There are training sessions available on Sakai 12 titled, "What's New in Sakai 12?" Visit the Sakai 12 Upgrade page for more information.

            2. Personalized training is available for schools or departments. If you are interested, contact ITRS (itrs@luc.edu).

        iv. Sakai 12 Open Forums

            1. Visit an open forum to ask questions and learn more about the Sakai 12 upgrade. More information is available on the Sakai 12 Upgrade page.

IV. Technology Governance (Montes)

    a. ITS Executive Steering Committee

        i. Members: CIO, Senior Management from ITS, Associate Provost, etc.

        ii. They meet twice a year (December and May).

        iii. During their next meeting (May) they will discuss prioritization of projects.

1. ATC is one of the groups that give feedback to the ITS Executive Steering Committee on prioritization of projects. The other groups are Program Review Board, Business Intelligence Steering Committee, and Information Security Awareness Committee.

V. ATC Project Prioritization
   a. Previous Rankings:

Project	Ranking
Sakai 12 Upgrade	1 (tie)
Course Evaluation Replacement	1 (tie)
JIT Faculty Training for Online Teaching	3
Follett Integration with Sakai	4

   b. Project Explanations (Yun):
      i. Sakai 12 Upgrade
         1. In progress. Update given earlier in the meeting.
      ii. Course Evaluation Replacement
         1. Contract is being finalized and then project will begin.
         2. F. Yun will work with OIE and ITS to implement solution
         3. Estimated Completion Date: August 2019, but depends on when "Day One" is. The completion date may be pushed back to Spring 2020.
      iii. Learning Portfolio Program (New)
         1. Kicked off prior to the last ATC meeting
         2. Estimated Completion Date: Fall 2020
         3. We had another solution for a few years that is coming up for renewal
         4. ePortfolios can be used by students to compile course work and show to future employers
         5. In the middle of a request for information and then product selection

    6. A recommendation is scheduled for December 2019

    7. Project should begin January 2020

  iv. JIT Faculty Training for Online Teaching

    1. Training program for faculty that teach face-to-face and need to teach a class online quickly due to unforeseen circumstances

    2. Most likely available for faculty in Fall 2019

    3. A demo will be provided for ATC members this summer

    4. K. Barry mentioned that SCPS would be interested in this, especially for instructors teaching in the spring.

  v. Follett Integration with Sakai

    1. Textbook selection tool that is already integrated with LOCUS

    2. Estimated Completion Date: January 13th, 2020

 c. New Rankings:

Project	Ranking
Sakai 12 Upgrade	1 (tie)
Course Evaluation Replacement	1 (tie)
Learning Portfolio Program	2
JIT Faculty Training for Online Teaching	3
Follett Integration with Sakai	4

  i. Additional Notes:

    1. The email update is not included because it is more of an administrative tool rather than an academic technology.

    2. The committee ultimately listed The Learning Portfolio Program above the JIT Faculty Training for Online Teaching because some schools use the Learning Portfolio for assessment and accreditation. Additionally, the RN to BSN program uses the Learning Portfolio to track life experience credit towards the program.

VI. Summer Technology Updates

 a. Email Conversion

        i.   Completed by the end of June

       ii.   IT will notify you 3 weeks ahead of time as well as follow-up notifications 7 days, 3 days, and 1 day ahead of time.

     iii.   Test groups have not experienced any problems so far.

     iv.   Next groups: Library (May 10th)

   b. Audio Recording Booth at Water Tower Campus and Video Recording Studio at Lake Shore Campus – Digital Media Services

        i.   Faculty can consult with the Media Lab to produce audio and video content for their courses.

       ii.   Health Sciences Campus has also created a Camtasia green screen studio and has a podcast equipment checkout available for faculty.

VII.   Future Meeting Requests/Ideas

   a. Presentation on Microsoft Suite best practices (OneDrive, Teams, etc.)

   b. Review of default tools in Sakai

VIII.   Next Official Meeting: Fall 2019