Academic Technology Committee

MINUTES OF MEETING: 11/02/07  APPROVED BY COMMITTEE: 12/07/07
Submitted Exec. Committee:________  Approved by Exec. Committee:________
Submitted Academic Senate: _______  Approved by Academic Senate: ________

Members Present:  Hilary Baker, Larry Chu, Barry Cleveland, Kimberly Embleton, Xiyi Hang, David Levin, Gloria Melara, Patricia Miller, Magdy Rizk and Ashley Skylar (interim chair).

Minutes: Jennifer De Iuliis

Excused: Ardavan Asef-Vaziri, Ellis Godard and Jacek Polewczak.

Guests:  Randal Cummings, Steve Fitzgerald, Provost Hellenbrand and Wayne Smith

1. Approval of Minutes – The minutes of the 10/05/07 meeting were approved as amended.

2. Previous Meeting Action Item Review

- ATC & ACAT meetings – Provost Hellenbrand will be attending the current meeting as guest to discuss the responsibilities of ACAT and how the two committees can work together.
- IT Governance document – Hilary Baker did not receive any feedback from committee members regarding this issue.
- Adjustment of time-out for computers in labs of the College of Social and Behavioral Science – IT continues to work with JB Wall, the CSBS technical liaison, to resolve this issue.
- ID and passwords inadvertently displayed on classroom screens – David Levin stated that a video mute control feature will be added to the new smart classrooms. In addition, six larger lecture halls which can support this feature will have it added. This solution will not work for many of the other existing rooms, because we do not have the control device, however when faculty use laptops the function key can be used to keep the image from appearing on the screen.
- Loading SW for training – Ashley Skylar noted that she had spoken with the technician and said IT had offered assistance, but they chose not to pursue. Hilary shared that the topic of desktop administration will be discussed at the upcoming Technology Support Advisory Group (TSAG) meeting. Larry Chu mentioned that students can only access SPSS in some labs. Gloria Melara stated that it would be useful to post online and in the labs what software available. Xiyi Hang stated that, at other campuses, students are able to access all software programs via wireless while they are on campus.

Action item: Hilary Baker will bring these suggestions to the new desktop administration and support team for their review.
• Ardavan Asef-Vaziri – IT worked directly with him to investigate a possible personal computer security issue.

3. Announcements

• Ashley introduced a new committee member, Patricia Miller, representing the College of Humanities. Patricia is replacing previous member John Adams, who has been appointed to the PPR committee.

4. Discussion Topics – Part I

• *IT Governance Structure: ACAT/ATC - Provost Hellenbrand*
  Provost Hellenbrand provided an overview of the governance structure including a recent revision outlined in the IT Governance memo dated October 3, 2007. He noted that the goal is to have Information Technology and Academic Affairs working closely together and more aligned with the technology needs of the faculty and Academic Affairs administrators. Scheduling the joint meeting of ATC and ACAT during the January/February time frame will allow the Provost to discuss the data that he expects to have received from each college regarding their budget and planning for the upcoming year.

5. Chair’s Report – Ashley Skylar

a. Joint meeting with ACAT – February
   Members decided to invite ACAT to join the regularly scheduled ATC meeting on February 1, 2008 at 1pm. ACAT members will be invited to attend for the first hour and a half of this meeting. ATC will meet immediately following the joint meeting and may decide to extend the regular two hour meeting time by an additional half hour.
   *Action Item: Hilary will work with Provost to confirm joint meeting.*

b. No additional topics provided by Ellis Godard for Ashley for discussion.

6. Department / College Issues

a. Barry Cleveland: Interested in Office 2007 software availability and whether the campus has a site license for the program. A new lab with approximately 31 computers will be set up in AMC. The college technician, Caleb, was unsure of the licensed availability of Office 2007 software. If available, it would be ideal to install as the new computers are being set up.
   *Action item: David will contact Caleb to discuss the plan for the new lab and assist with making the software available.*
b. WebCT issues: Ashley Skylar reported a problem regarding quizzes freezing while students are trying to complete them. Hilary and David stated that the problem with the quiz feature is a known WebCT issue that IT and the Office of Online Instruction are working on with WebCT.

Barry Cleveland: Experiencing log in errors which are the Windows errors messages (can’t find URL) vs. the campus log in. This seems to occur more frequently while trying to access from off campus.

Gloria Melara: Experiencing slowness during uploading files.

*Action item: David will discuss all these WebCT these issues with Randal Cummings.*

c. Barry Cleveland: What area would he contact regarding features in My Academic Planner? As an example, an error appears when attempting to select additional electives for students. Hilary suggests using the Portal feedback, directly to the Provost office, and that she and David would always accept any technology questions and assist.

*Action item: Hilary and David will identify the right person to contact.*

7. CIO Report – Hilary Baker

- Information Technology @ CSUN – Hilary provided a presentation that included an overview of the Information Technology division, a look back over the goals and achievements of the past year, and the current areas of focus for information technology throughout CSUN.

8. Discussion Topics – Part II

a. *LMS Assessment – Steve Fitzgerald*

Steve provided an update on the status of the LMS assessment. Two of the three surveys and focus groups have been completed, Feature Identification and Feature Prioritization. Information can be found on the Academic Affairs website. Under “Get Involved”, individuals can request to be added to the LMS feedback listserv to receive emails regarding the assessment. The final survey on Support Requirements will be sent out the week of November 12th with an open forum scheduled the following week.

b. *Academic Affairs Web Information Architecture – Steve Fitzgerald*

A Web Information Architecture Committee has been formed in Academic Affairs, chaired by Elizabeth Altman. The group is working closely with Joseph O’Connor and his team regarding ADA compliance. The committee is reviewing each college’s web site from a taxonomy standpoint. A software program that will
assist with the review of the data is being used. The software is currently being tested, and two colleges are being used for testing. This will be a phased approach to update each college web site.

c. **Grademark Software – Randal Cummings**
The TurnItIn software program has a feature called Grademark which was enabled about a year ago. Grademark is a paperless grading system, which integrates with some LMS programs. After a trial period, access was removed by the vendor. Grademark has just been re-enabled for use at a special discounted rate of $4,600 for a period of 15 months. During this time, a review of the benefits and formal assessment will be completed to determine whether the university will proceed with a license. The cost of the product is of concern; however, the CSU is in discussions with the vendor to obtain better pricing. Access is enabled through the existing TurnItIn accounts for each area (check with department chairs and assistants for access if needed).

9. **Policy**
   None

10. **New Business**
    None

Meeting adjourned at 3:10 PM.