

Academic Technology Advisory Committee

Committee Chair, Michael Greenwich

Meeting Minutes September 8th, 2017

West Charleston F-103

Attendance: See the end of the minutes.

Proxies: David Leavell for Christine Lines, David Goldwater for Rhett Michelson, Michael Greenwich for Paul Billings

Ex-Officio Proxies: Michael Greenwich for Jann Carson

Guests: Paula Michniewicz

I. Call to Order

A. Meeting was called to order at 1:05 pm by Chair Michael Greenwich.

II. Opening Remarks

Chair Greenwich welcomed everyone to the first ATAC meeting of Fall 2017.

III. New Member Introduction

Chair Greenwich introduced Heather Protz and Regina McDade, the two new members of the ATAC. Regina is filling the vacant spot from the School of Health Sciences and Heather be replacing David Hardy from the School of Advanced and Applied Technologies while he is on sabbatical.

IV. Secretary Election

Emily King volunteered to be the ATAC Secretary for the 2017-2018 academic year and was confirmed by the members.

V. Reports

Budget Report: (Lisa Bakke)

Lisa did not attend the meeting, and no report was forwarded to the committee.

eLearning & Canvas Report: (Terry Norris)

New Instructional Designer - Terry introduced Paula Michniewicz, the new instructional designer in the Office of eLearning. Paula comes to CSN from Salt Lake Community College and she has extensive experience with Canvas, open educational resources, universal design and QM.

Canvas Contract - CSN's contract with Canvas has been renewed for another five years.

Student Online Readiness Tool – The tool is up and running after a small pilot of the tool was tested over the summer. Students can access it via the “My Coyote Success” tile in the student section of GoCSN. All student lingo videos are now available in the same place, so you should direct your students there instead of the MyCSN link. If any instructor wants to have quizzes for the student lingo workshops, contact Terry and he can add you to the Canvas course that houses them so you can copy the quizzes into your Canvas shell.

Turn It In and Smartthinking – both products have been renewed and eLearning is seeing increased use of both products. Both are accessible through your Canvas course.

QM training will continue to be offered both in person and online. Check the CAPE website to sign up.

The office of eLearning will be focusing on the accessibility of online classes and universal design this year. The proposal for this focus comes from the President Richards because UNR has had complaints about some of their courses not being accessible.

Paula and Emily King will be investigating the implementation of Open Education Resources (OER) more broadly at CSN.

CAPE Report: (Michael Greenwich for Jann Carson)

Michael indicated CAPE did not have anything new to report but they wanted to remind everyone to sign up for the upcoming Workday workshops.

OTS Report: (Cheryl Feldmeier)

Staff computer refresh - OTS has been working to get staff computers that were eligible for refresh this year installed. If you are due for a refresh, please go ahead and schedule a time for them to be installed. As they are replacing computers, they are trying to push everyone to have a single device. For people with laptops that need a larger display, they recommend a docking station instead of having a laptop and a desktop. If you are not using a computer (laptop or desktop) consider turning it in so OTS can make it available for someone else.

Password Reset – OTS wants to remind everyone about www.csn.edu/passwordreset for themselves and their students. If you register your password there before you forget it, you do not have to call the helpdesk to reset your password.

MyCSN and Active Directory – They are still working on getting active directory to integrate with MyCSN. It should be in there soon.

Accessibility is going to be a huge push for OTS this year (like eLearning). They will be reviewing every web content to make sure it is accessible.

GoCSN went live at the week before the start of the semester, but they have reverted because of the problems with MyCSN. They will put it back once those issues are resolved. This will be available under “Login” link in the menu of www.csn.edu.

Smart Classrooms – They do not have the budget for a smarter classroom refresh this year.

Concept Classrooms – They will be creating seven concept classrooms across each campus and tech centers to showcase the potential options for future smart classrooms. So, all possible options that users find needed will be incorporated into future classrooms.

Student Unions – OTS is involved in the planning of the student unions to make sure they have the needed technology.

Web Report: (Mike Fite)

Mike reiterated what Cheryl said about the focus on accessibility. They are working with page owners to make this happen by the end of December. Page owners receive weekly reports from SiteImprove about potential accessibility problems.

The new internal website at.csn.edu launched at the beginning of summer session. All the internal pages have the same publishing process and oversight of the pages on www.csn.edu, and web services is making sure that all the page owners for these pages will be trained and are aware of the new policies with web content creation.

OTS wants to make sure that students know to go to www.csn.edu/email for downloads and help on office products and email.

iNtegrate/MyCSN Report: (Connie Newton)

Connie shared that there was a bug in a security patch update to the Oracle database for MyCSN that caused the major problems in MyCSN. They have mostly fixed them and do not expect any more issues. They recognize that these problems came at a really bad time.

Connie shared that our overall enrollment is down 1% from last year.

IV. Approval of Minutes of the April 28, 2017 Meeting

These minutes were approved unanimously as written.

V. Equipment Request Timeline

Michael presented the timeline for equipment requests.

September 20, all the equipment request applications due to the budget office. All requests must be electronic this year, no equipment requests will be accepted in paper.

November 11, a compiled list of the equipment requests to each ATAC member from the budget office

November 28, all the ranked equipment requests to the budget office from each ATAC member

November 30, the overall ranking of equipment requests to each ATAC member from the budget office

December 1, voting on the final ranking and funding recommendations.

VI. Membership Issues

Chair Greenwich identified three issues with our membership that might require some changes in the by-laws and started a discussion about what the ATAC committee wanted to do going forward on these issues.

The first one is the issue of unequal representation of departments within schools. There are some departments that have multiple members on ATAC and others that have no one. Currently, the by-laws state that each dean to select three members from the school and there is no

stipulation about how the dean should select these members. After much discussion, the group did not put forward a motion to amend the by-laws. It was felt that the dean should be the one that makes the decision. If they choose to have unequal representation among the departments, ATAC accepts it because they might have their own reasons for that.

The second one is the issue of not having three members from each school. We have some schools that have fewer and one school that has more than three members. Chair Greenwich agreed to contact Deans that have more or less than three members to make sure they have three and only three appointed members at any time.

The third one is the issue of no mechanism for the dismissal of members who do not participate in committee activities like attending meetings or ranking equipment requests. The committee agreed there should be some procedure for removal and discussed various options. Chair Greenwich will prepare language for the committee.

VII. Other Business

None

IX. Adjournment

A. Chair Greenwich called for adjournment at 2:24pm.

Attendance

Voting Members	School/Operation	Present	Proxy	Absent
Adams, James	Health Sciences			X
Bearer, Karen	Health Sciences			X
Billings, Paul	Education, Behavioral & Social Sciences		X	
Danforth, Courtney	Arts & Letters			X
Fortner, Anthony	Accounting	X		
Goldwater, David	Science & Mathematics	X		
Greenwich, Michael	Science & Mathematics (Chair)	X		
Hall, Rosemary	Counseling	X		
Hardy, David	Advanced & Applied Technologies			X*
James, Tim	Arts & Letters	X		
King, Emily	Library (Secretary)	X		
Leavell, David	Arts & Letters	X		
Lines, Christine	Arts & Letters		X	
McDade, Regina	Health Sciences	X		
Michelson, Rhett	Science & Mathematics		X	
Mucha, Avis	Health Sciences			X
Pannell, Diane	Advanced & Applied Technologies	X		
Perez, Sheri	Education, Behavioral & Social Sciences	X		
Protz, Heather	Advanced & Applied Technologies	X		
Saladino, Steve	Education, Behavioral & Social Sciences	X		

* - Sabbatical Leave

Ex-Officio	Title, Operation	Present	Proxy	Absent
Bailey, Mary Kaye	Vice President, Finance			X
Bakke, Lisa	Associate Vice President, Budget Services			X
Bearce, John	Executive Director, Institutional Research			X
Carson, Jann	Director, CAPE		X	
Feldmeier, Cheryl	Senior Director, OTS	X		
Fite, Mike	Webmaster, OTS	X		
Lewis, Wilfred	Director, Facilities Management			X
Newton, Connie	Director, MyCSN Technology Group	X		
Norris, Terry	Director, Office of eLearning	X		
Vaithyalingam, Mugunth	Chief Information Officer, Technology Services			X