Instructional Technology Committee Meeting Minutes

March 7, 2023

11:00 a.m.– 12:00 p.m.

Location: Zoom

Committee Members: Madison Arbillaga, Stacy Crouch, Jonathan Foster, Michelle Husbands, Reme Huttman, Roger Long, Jessica Lynch, Karl Stevens, Jennifer Stieger, James Stugelmayer, Eric Walsh, Josh Webster

Present: Madison Arbillaga, Jonathan Foster, Michelle Husbands, Karl Stevens, Jennifer Stieger, Eric Walsh, Josh Webster

Absent: Stacy Crouch, Reme Huttman, Roger Long, Jessica Lynch, James Stugelmayer

I. Call to Order and Attendance

The Committee Chair called the meeting to order at 11:05 a.m.

II. Approval of minutes

Josh Webster made a motion to approve the minutes from the February 6 meeting. Madison Arbillaga seconded the motion. The committee voted unanimously to approve the minutes.

III. Agenda Items

1. Updates on committee activities/tasks

   The chair updated the committee on progress concerning the various activities discussed by the committee at the last meeting. The committee's concerns with the Multi-Factor Authentication implementation were included in the committee's report to Faculty Senate for its February meeting and provided to the Faculty Senate Chair. The chair has not received a response to the questions and concerns. Dean Stevens reported that administrators are aware of the concerns, and they have been discussed. Madison Arbilaga reported that the committee's concerns were well received at Faculty Senate.

   The chair provided an update on the recommendation to add dual computer monitors to classrooms when the rooms are upgraded or remodeled. The chair emailed this suggestion to the directors of Interactive Video and Classroom Technology and Computer Services. The director of Computer Services replied that such a move would be complicated due to the presence of smartboards and IAV equipment in the rooms and would create many issues. This,

he believed, would risk increasing the level of difficulty experienced by instructors in using the equipment.

The chair also informed the committee that he had requested that the Faculty Senate Chair add a member of Computer Services to the committee. The committee composition requirements added to bylaws at the end of the fall semester require that the committee include a member of Computer Services as an ex-officio member of the committee.

The chair reported on progress on developing a best practices document or placing links on the committee webpage concerning the use of copyrighted video in classrooms. The chair stated that he had not made much progress on this issue since the last meeting. He asked Dean Stevens about Distance Education's existing practices or policies regarding this. Dean Stevens replied that there is no official policy, but that instructors are made aware that they are responsible for videos posted in their courses and that they should seek written permission to used copyrighted material to avoid problems. The chair stated that he would continue to research the issue.

III. Other Business

Michelle Husbands reported that she had met with Yvonne in Distance Education and discussed the creation of new types of quiz questions required for a state quiz. The current version of Canvas cannot create the type of questions required, but an upcoming version should be able to do so.

Meeting adjourned at 11:23 a.m.