University Technology Advisory Committee

Western Oregon University

Meeting Agenda, May 29, 2020; 9am-11am

Zoom link: https://zoom.us/j/8641736161

Committee Attendees: Chelle Batchelor, Bill Kernan, Ben Hays, Melanie Landon-Hays, Ryan Jennings, Michael Reis, Bev West, Judy Vanderburg, Camila Gabaldon, Kyler Dreyer, Shahid Abdus, Lisa Catto, Steve Taylor

Guests:

Note Taker: Stacey Rainey

***Begin Webex Recording

Review minutes

- https://docs.google.com/document/d/1KPd77A8QV4u0S1OgjQmSFeiUyoHF8YsEnD8ZlPthGVk/edit
- Minutes approved on 5/29/2020

Housekeeping

- Minor changes to Google Drive folder structure
  - Create a folder for "Meetings"
  - Move Agendas folder and Minutes folder into Meetings
  - Move Note-taker list into Meetings

NOTES: No objections to making this change within Google Drive. Bill will make changes to the shared folder

- June meeting & furloughs - move to a different day of that week? Move to a completely different day/week in June?

NOTES: Move the meetings to another day in the week other than Fridays or Mondays. Move the meeting to an earlier day in the month of June. Chelle will send out a Doodle poll to identify another June date possibly the week of either June 15 - 19 or June 22 - 26.

NOTES: Bev made a motion of having meetings during the summer. Chelle will send out an inquiry to find a time to meet during the summer on a Tuesday, Wednesday or Thursday in the afternoon.

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New business

- Introductions / welcome Michael Reis

NOTES: Welcome Michael, new Director of Academic Innovation. Michael to replace Ben on the committee. Steve Taylor to replace Marcus on this committee, as well. Committee members to go around and introduce yourself with name and department.

- Technology survey -
  - Look at [example survey](#)
  - Any other example surveys?
  - Possible next step: smaller group to work on questions over summer term; review when UTAC reconvenes in fall?

NOTES: Look at WOU Faculty Technology Needs Assessment Survey from ATRC. UTAC would like to do a survey that is for faculty and staff using survey logic to branch out within the survey depending if the person is a faculty or staff member.

NOTES: From a faculty perspective, not only looking at the technology lens but classroom space/physical infrastructure and would like to understand those demands too. Not only for teaching, but hardware and software needs depending on the program/areas. Some changes with AI, technology, etc. We could provide a faculty needs survey and we are noticing it has all been swirling together so it seems like it is a campus conversation that is evolving. Seems like UTAC is the best place to gather that information because of all the stakeholders on this committee. Administer survey as baseline and then relook at it every few years. Have a spinoff group to look at this survey and ask the questions to give us the baseline data and then move forward with that information.

NOTES: The survey idea has been at the brainstorming phase and ATRC hasn't had a chance to put anything together. Like the idea of on-going, longitudinal surveys given at the same time every couple of years. Having a standard instrument and a subcommittee of UTAC to take this on

NOTES: Full committee wants to be engaged in this process but not have a single subcommittee on this project -- bringing the survey back to the full group with more involvement from the larger committee

NOTES: Chelle asked for folks who want to look at the survey -- volunteers are Judy Vanderburg, Michael Reis, Steve Taylor and Bev West. Steve will send an updated version of the survey. Let Chelle know if you think of someone who would be good to add to this group.

- Academic Innovation & UTAC technology review process. Examples:
    - Turnitin
    - Test proctoring solutions

NOTES: What is ATRC and UTAC's interaction with each other? Michael to share what is happening with Turnitin and test proctoring solutions. After that, the committee can take it in as a discussion for new and or old business item(s).

NOTES: Turnitin contract is coming up again in July. Wondering if we need to look elsewhere for this need on campus? How would this group see an evaluation process? Looking at Turnitin or other options?

Look at who are the users of the programs? Talk with them to get feedback. Turnitin has low usage, for example. Seek out feedback from those who are using it. High concentration of use for Turnitin from Business department

Identify who super users are? Find out what level of product we are getting from Turnitin and then reach out to their competitors for bids. How does this committee want to be a part of that conversation? Demos? Provide feedback directly? Vote on a winner? Gain insight from Faculty Senate, other committees, etc to vet the options.

Another option -- VoiceThread as an option? Do we run that through UTAC/ATRC? Do we need to run it through committee? Write up a proposal/funding source?

Hard to find one product to meet everyone's needs, but at the same time we don't want to have different parts of the university using different products that do the same type of work. Need to keep in mind students and their use of the different technology tools depending on the instructors, it looks better to be consistent and streamline.

All of these ideas go along with the technology survey that will help us know who is using what services/tools as a place to start

Having a standard platform to support everyone effectively instead of multiple different platforms. If we are limiting the options, then getting broad campus buy-in when considering those options.

When larger purchases/enterprise purchases, including those items in UTAC and have a broad discussion as a committee. Not having individual departments covering the cost of software programs, but more university wide.

Keep in mind to seek all voices and perspectives when purchasing software/technology as opposed to one or two voices. What are the standard tools? (i.e. plagiarism checkers, and other university wide needs related to technology)

Keep in mind the culture of campus/students as well when looking at technologies and what tools are offered.

- Committee communication with camus
  - Our minutes are not being posted for review to campus. Increase that communication with our minutes and transparency of the minutes for campus use.
  - Chelle to follow up with LouAnn on getting our minutes on the website. Chelle asked to put this on a future agenda for discussion.

Old business

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Subcommittee reports

- LMS Review Team
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- Apple Subcommittee
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- Technology Plan
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- Ellucian Mobile
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- Reporting Subcommittee
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