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Minutes of the Faculty Senate IT Committee Meeting
Thursday, September 27, 2018/ 3-5 PM/ Allyn Hall, 404 Conference Room

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Attendees: Kenny Coon, Ashley Hall, Naila Khalil, Terri Klaus, Brandon Morris, Gina Oswald, Erik Potts, Teresa Richter, Chris Roberts, Sara Seibert, Mandy Shannon, Joseph Slater, Ann Stalter, Michael Stankas, Sheri Stover, Shaelyn Taylor, Thomas Wischgoll, Craig Wooley

Substitutes: Naila Khalil (for Cristina Redko),Shaelyn Taylor (for Deanna McGrath), Mandy Shannon (for Sue Polanka)

Members Unaccounted For: None

1. **WELCOME**
    a. *Motioned by:* Ann Stalter
    b. *Second by:* Joseph Slater
    c. *Approved:* Yes
2. **ATTENDANCE** (Erik Potts)
    a. **Sign In:** Please sign in as you arrive so we have accurate minutes and can determine if we have a quorum if there is a vote required.
    b. **Quorum:** Our charge requires that each college is represented. If you cannot make a meeting, please get a backup. If your schedule does not ever permit you to attend, please work with the WSU Faculty Senate Executive board to find a replacement that has a schedule that permits attendance at meetings. We need 5 committee members each meeting to meet the quorum.
    c. **Replacement:** Each "official" Faculty Senate IT committee member be responsible for forwarding along any committee information or meeting dates to your replacement.
3. **MOTION TO APPROVE PAST MINUTES** (moved to next meeting)
4. **COMMITTEE INTRODUCTION**
    a. **WSU Faculty Senate IT Committee Charge**
        i. The Information Technology Committee shall study policies, consider requests for changes, and recommend appropriate action to the Faculty Senate concerning information technology issues. The Information Technology Committee shall review requests and make recommendations to CATS on all issues affecting academic and research computing and technology policies.
        ii. Information Technology Committee Membership: The Committee shall be composed of one (1) faculty member from each college or school with Faculty Senate constituency representation. The University Librarian, the Director of Computing and Telecommunications Services (CATS), the CTL Faculty Director or faculty-ranked designee, the University Registrar, one (1) undergraduate student, and one (1) graduate student selected by Student Government shall serve as ex-officio, non-voting members.
    b. **Introductions of Members**
5. **NEW BUSINESS**

a. **STAC Changes:** Discussion to talk about changes at the STAC and get input about ways to implement to have a better impact on our students. (Mandy Shannon)
   i. The STAC is now open 95 hours per week (same as the library), staffed by student mentors Sunday-Thursday from 4pm-8pm. Other operating hours are "DIY" (equipment checkout at the circulation desk).
      1. Hours (AKA "Geek Hours") were chosen to be as accessible to students as possible and bridge our day and night students' needs. However, if the current plan is not meeting student needs, please let the library know; staffing can be adjusted.
      2. This change resulted from analysis of usage data. (STAC usage has decreased a lot in recent years.) Also, budget and personnel issues played a part. (STAC Coordinator position lost.)
   ii. Individual appointments are available!
   iii. A libguide (library guide) is available online and helps students with how to do the most common STAC projects (edTPA, Veteran's Voices, iMovie video editing, etc.). Signs about this guide are posted in the STAC.
   iv. Reminder: Faculty can use the STAC, too!
b. **Adobe Contract Faculty/Staff Home Use and Student Purchase:** Updates on getting an Adobe contract for faculty/staff to use Adobe products on their home computer that is better than $20/month. Updates on getting a reduced price for students to use Adobe products on their home computer. Students using the cloud-based Adobe have a slightly different version than the WSU desktop adobe products that makes it challenging for faculty to write up instructions or demonstrate the product. (Craig Woolley and CaTS)
   i. New license November 2017 (w/ Kent State)—whole site license 20k-30k more (was 80k, now 110k), unlimited on campus, and it can be bought at a discount: $50/year students, $25/year faculty/staff.
   ii. There was an issue with selling the product but it was resolved.
   iii. There are 90 students at the Lake Campus and also faculty that have signed up for the Adobe Educational pricing ($20/month). Teresa asked if there is a way to help get these students and faculty members out of that annual contract. Craig asked Teresa to send her that information and he would contact Adobe and see if they would agree to allow these people to transfer their Adobe Educational contract to the newly WSU contracted price.
c. **Accuclass:** Update on the classroom attendance swipe card process not working on campus. (Craig Wooley)
   i. The Accuclass software is a program that was purchased by the Wright State Student Success Center. Due to budget cuts, the contract for Accuclass was not continued. There were some technical challenges with the program while here at Wright State. Because Wright State does not have the software anymore, this is why the card swipe process is not working.
   ii. A meeting with CTL, CaTS, and other pertinent parties will be held on October 22 at 4pm in 205 Student Success Center for the campus community regarding this issue, especially those directly affected by it.
   iii. Since there were technical issues with the Accuclass system, CaTS was not disappointed to have the program leave campus. However, there was a

discussion about the importance of having a system that tracks attendance since it has a positive impact on student success. If a new system is purchased, it was discussed that it is important to get faculty using the system. Some different attendance systems were discussed to include:

1. One possibility is to use mobile devices and software to collect data about users (location, email, age, profile information, etc.) when they connect to wifi.
   a. Terms and conditions would tell people that they are being tracked.
   b. This option could also aid in retention (studies show that class attendance and student success are correlated), financial aid issues (via attendance verification), recruitment (ability to reach out and engage with campus visitors), and possibly other areas of University interest.
   c. Use this in place of WSU EZ Connect wifi or have three options (WSU Secure, WSU EZ Connect, and this)?
2. eduroam is another option. Students sign in to the service with their campus login.
3. A texting-based service is another option. Students would send a text message to be counted present in class.

    iv. Communication about losing the software was discussed. Some felt that there could have been better, and earlier, communication to faculty regarding this issue.

d. **Respondus Lockdown:** Update on issues with Respondus lockdown browser. Update on other cheating detection programs available on campus.
(Terri Klaus)
    i. Lab version updated recently. Some labs might have different versions; CTL will investigate.

e. **Panopto:** Update on issues with Panopto that were caused by the recent D2L upgrade. (Terri Klaus)
    i. The issue was with usernames and 3rd party peripheral integration. This broke other things outside of Pilot/CTL. Hence it required fixes on both sides, i.e. CTL other parties, requiring significant manual intervention outside of CTL. All is fixed now.
        a. Early testing was done; issues were unintended.
    ii. There is an issue with starting the Panopto app (not on a web browser)—it sends you back to log in repeatedly.
        a. Is this just an issue with computers in the Russ Building?
        b. A temporary workaround is going through Pilot.

6. **OLD BUSINESS**
   a. **Classroom Computer Upgrade Update:** Update on how the upgrades went to the classroom computers over the summer. (Kenny Coon)
       i. It has been a successful transition so far! CaTS avoided problems with installations over the summer. Calls to Help Desk down 180 from classroom computers; incidents down, too.
       ii. Two dozen adapters have been given out to faculty so far (out of 50 total).

a. Faculty get to keep these, but CaTS is keeping track so faculty only get one.

iii. CaTS petitioned for central funds to get some Success Center computers solid state hard drives.

    a. Boot time was 5.5 minutes and now is 1.5 minutes. Long boot times were creating an issue in the Success Center classrooms.

    b. Success Center computers are 3 years old.

iv. The issue with the 20 minute on-boot update has been resolved.

    a. It was related to the recent bios update.

b. **D2L Upgrade:** Update on the recent D2L upgrade and associated problems. (Chris Roberts)

    i. We saw significant disruption at the beginning of the semester caused by Pilot and related pieces. The enrollment problems (students not being removed from courses) were caused by an issue with the connection between Pilot and Banner. CTL met with lots of people and they now know what happened and have ways to prevent it in the future.

        a. Fall Term courses were created early (in May) with the old Pilot-Banner integration piece. After the Pilot upgrade, the old stuff was not recognized and information did not flow between old and new. Thus, students were put in courses but could not be taken out. This is why CTL and CaTS are having to manually withdraw every wrongly-placed student. (Banner is the master list of registrations for a course.) Faculty can help by checking their roster and contacting the CTL with exactly who to remove.

        b. This issue was discovered when the semester began.

        c. CTL is testing the grades (from Pilot to Banner) piece now.

        d. The solution to this issue contributed to the Panopto issues described above.

    ii. The duplicate courses issue in cross-listed Pilot courses was also caused by the new software not recognizing things from the old software.

        a. The issue has been resolved and should not happen again.

        b. CTL has contacted faculty currently teaching in duplicate courses since those courses are not connected to Banner.

    iii. Better and more thorough testing is needed for future upgrades to avoid similar issues. CTL asked if faculty would be willing to assist with pre-deployment testing to improve future deployments. A project manager might also be used to help with this.

    iv. The bill(s) for vendor services while the problems were being resolved is being fought since CaTS and CTL did the majority of the work.

    v. Semester names on Pilot were chosen with letters in order to get new Pilot courses higher on the list of available courses.

    vi. At a recent Lunch-n-Learn, Dr. Otto from the BSOM informed CONH faculty that the D2L dropbox violates FERPA. The committee felt that there might have been some confusion between the D2L dropbox and the online, cloud-based, external Dropbox service through Google. CTL and CaTS said that they would explore this issue and report back to the committee at the

next meeting. The consensus of the group was that there is no need for practice change at this time.

c. **Web Conference Update:** Discussion on BB-Ultra web conferencing and WebX. (Sheri Stover)
  i. Last year, the committee voted to stay with D2L but did want to look at web conferencing software.
  ii. College representatives should solicit feedback on this issue from their constituencies.
  iii. This item was postponed to the next meeting

d. **Taskstream:** Assessment Software Update (Michael Stankas) (Now called Watermark)
  i. Michael Stankas is the new point of contact for the program.
  ii. Tammy Kahrig (CEHS) is back and will help facilitate some conversations.
  iii. CaTS is working with CONH and is happy to help other units.

7. **REPORTS**
  a. CaTS (Craig Wooley)
    i. Customer Satisfaction Survey Results will be available soon.
        a. Customer satisfaction is up! (Satisfaction is up, but less so, when students are factored in due them often being neutral.)
    ii. The Faculty Computer Initiative is being reinstated.
        a. $170k will be dispersed in October to colleges and again next year for a total of $340k. The goal is to try and get PCs that cannot run Windows 10 replaced by the January 14, 2020 Windows 7 end date.
            i. Windows 7 Premium Support might extend this deadline, but it would be costly.
    iii. CaTS is performing a computer lab **analysis** starting next month.
        a. The idea is that we have more computer labs than students using them. CaTS is exploring consolidation, closure, and other options.
        b. CaTS will report the results to the committee when ready.
        c. This connects to strategic planning because of making an on-campus testing center for online courses (especially if we expand offerings in the future per the strategic plan).
            a. We could also host external tests on campus in these rooms.
                i. However, we will need to make sure we follow each company's/service's guidelines.
            b. Faculty will help plan this center, especially this committee.
    iv. There are wired connections in every room now to help with share link connection issues; VGA or HDMI required.
  b. CTL (Terri Klaus & Gina Oswald)
    i. The "Haunted by Technology" event is October 31 from 12pm-2pm in the CTL. Costumes are optional. Guests can enjoy refreshments while talking to CTL staff and learning about CTL opportunities.
    ii. The meeting about the Student Success Center classrooms is October 22 at 4pm in 205 Student Success Center.

       iii.   The CTL has a brand new space inside the existing CTL called the "CTL Coop." It is a space for faculty collaboration.

       iv.   The first "Sips and Tips" event was successful in September. Another is scheduled for October 24 at The Wandering Griffin across from WSU.

       v.   The CTL is creating a "network wall" that will highlight what faculty are doing with the CTL, the projects they are working on, and other high points.

  c. LIBRARY (Mandy Shannon)

      i.   The library has obtained 1 million dollars for capital improvement. New carpet, furniture, and study spaces (group, private, quiet, etc.) are being planned. Student focus groups are forthcoming. Let the library know about what students want if you hear anything.

      ii.   Library computer usage dropped (among students, the public, etc.); students are bringing their own devices to campus. Thus, a decrease in public computers is likely.

          a. However, this creates a need for more places to plug in said devices. Unfortunately, there is no money for lots of rewiring, so the library is trying to be as conscientious about this as possible.

  d. UNIVERSITY REGISTRAR (Shaelyn Taylor)

      i.   Nothing new to report

8. **COLLEGE REPORTS** (skipped due to time)

9. **NEXT MEETING**

  a. *Date of next meeting:* Thursday, November 1, 2018

  b. *Time:* 3-5PM

  c. *Location:* 404 Allyn Hall

10. **MOTION TO ADJOURN MEETING**

  a. *Motioned by:* Ann Stalter

  b. *Second by:* Joseph Slater

  c. *Approved:* Yes

Minutes respectfully recorded by Erik Potts, Sheri Stover, and Thomas Wischgoll.

2018-2019 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
~~Thursday, September 27, 2018~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
Thursday, November 1, 2018	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, December 6, 2018	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, January 24, 2019	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, February 28, 2019	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, March 28, 2019	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, April 25, 2019	3-5 PM	Allyn Hall, 404 Conference Room