

Faculty Senate IT Committee Minutes [Final]
Thursday, October 15, 2020/ 3-5PM/ Virtual Meeting

<https://wright.webex.com/wright/j.php?MTID=m7e0dcf750326f6ddb8e3c3a75369401a>

Academic Representatives (Voting): Kayleigh Duncan (CECS), Nancy Garner (COLA), Erik Potts (COSM), Brandon Morris (RSCOB), Cristina Redko (BSOM), Teresa Richter (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), TBD (SOPP)

Ex-Officio (Non-Voting): Clayton Allex-Buckner (temporary Student Government Graduate), TBD (Student Government Undergraduate), Kenny Coon (CaTS), Todd Frantz (Registrar), Lisa Kenyon (CTL Faculty Director), Jen McCamis (Staff Senate rep), Sue Polanka (Library), Michael Stankas (CaTS)

Substitutes:

Present: Sheri Stover, Teresa Richter, Michael Stankas, Erik Potts, Sue Polanka, Terri Klaus, Ann Stalter, Brandon Morris, Lisa Kenyon, Todd Frantz, Kayleigh Duncan, Kenneth Coon, Nancy Garner, Cristina Redko, Dusty Columbia, Kim Everhart

1. MOTION TO CALL MEETING TO ORDER: (Sheri Stover)

- a. *Motioned by:* Nancy
- b. *Second by:* Kaleigh
- c. Quorum validation: yes
(Need 5 for quorum)

2. MOTION TO APPROVE PAST MINUTES (Sheri Stover)

- a. *Past minutes date:* September 17, 2020
- b. *Motioned by:* Nancy
- c. *Second by:* Kaleigh
- d. *Suggestions for revisions:*
- e. *Approved:* yes

3. REPORTS (CaTS, CTL, Library, Registrar)

- a. CaTS (Michael Stankas)

Michael reported that CaTS is looking to actively include and streamline Google Classroom to students. They are working through the legalities and hoping to have sometime by Spring semester (tentatively). Michael and Kenny both discussed how the Cares Act is coming to an end of the year. They are configuring VDI servers to assist with the remote learning environments. They have 90 completed and have about 30 to 42 to complete with 10 rooms in addition at the Lake Campus. With 2/3rd of the rooms completed they are hoping to have them completed over the break with a possibility of the Lake Campus spilling over into the Spring semester. It will depend on the outside vendors scheduling.

The remaining equipment and labor monies will be looked at being applied into non registrar spaces after the dedicated registrar classrooms have been taken of first.

Lastly, Michael commented that Kenny and himself will be embarking on soon a negotiation deal with Adobe for license pricing of software.

Teresa discussed if anyone else has been having latency technical issues while using WebEx during meetings or class lectures. It was brought up that several are not using WebEx and Kenny suggested looking at Ultra and WebEx for issues.

b. CTL (Lisa Kenyon)

Lisa gave the report that CTL is in a good rhythm and instructors seems to be more settled this month with having their assigned instructional designers. CTL is working with the Vice Provost office to evaluate the use of the online courses with Cares Act funds. For Fall, they have 6 care funded courses 2 core courses and 2 college funded courses to develop. Working with Doug and Vice Provost La Fleur to use a rubric to advice the workings of a distance learning course. They have a total of 10 courses in the fall and 13 courses in the spring.

Lisa brought up an important discussion chose to be tabled and discussed more in depth next month on the academic integrity and a protocol being developed on how to go about online cheating, using Respondus LockDown Browser & Monitor Resources and Proctoring.

c. Library (Sue Polanka)

The library has integrated the Educational Resource Center material to the 2nd floor of Dunbar. There is some machinery that did not include computing as well that came over as well. Contact Sue if you would like to see or know about any of it.

d. Registrar (Todd Frantz)

Todd clarified questions on the 3430.2 policy that was discussed by Kim Everhart. He shared the URL: <https://policy.wright.edu/policy/3430-registration-and-course-add-policy-and-procedure>

3430.2 Attendance and Drop

Instructors establish attendance policies and penalties for absences for individual courses; penalties may include lowering of the grade or even failure if the absences exceed those permitted by the instructor. Such policies and penalties should be included in the course syllabus and available to the students at the first class meeting, or the first day of the term for online courses.

Students enrolled before the first day of term may be dropped from a course in which they are registered for being absent from the first two class meetings (for courses meeting more than once a week) or from the first class (for courses meeting only once a week). In the case of online courses, students who do not login to a course for which they are registered in the specified learning management system and complete first week activities may be dropped. The instructor must notify the student and Registrar's Office promptly for the students to be removed from the roll.

Any student not meeting the prerequisites for a course may be dropped from the course. Such administrative drops shall be completed by the end of the second week of the semester.

- e. SGA Undergraduate (TBD)
- f. SGA Graduate (TBD)

4. NEW BUSINESS

a. **University Google Subscription** (Sheri Stover):

The K-12 schools are using the Google G-Suite for their educational tools. Is it possible for Wright State to have a university Google account so we can use it within our education classes to prepare current and future classroom educators?

1. Dusty Columbia

dusty.columbia@wright.edu

Dusty presented the advocacy of using Google Classroom for Educational training for the students in the teaching programs and the IDOL program. Lisa brought up the possible confusion for the students between the LMS and the Google system. Sheri Stover explained it is used only as a learning educational tool for their assignments and the LMS is still being used for everything else that is considered official University academic use.

b. **Pilot being used for Non-Academic Units** (Kaleigh Duncan):

During the Summer semester there was an incident that a Department Career Services Unit engaged in the LMS Pilot calendar to update students with resume writing deadline dates. This was an extreme concern for students who was overwhelmed with excessive career service due dates cluttering up their CECS academic due dates in their Pilot calendar. This was a concern to the students who was given no option for an opt-in or opt-out decision.

Discussion with CTL (Lisa) and CaTS (Michael) with committee on the possible scenarios of how this must have gotten bypassed the approval of consent for a course to have been made and released for this purpose. The intent not being malicious was still disturbing and confusing for students. CTL will have Chris look into the action more and there was more discussion of it being fielded to another service to avoid clutter when it is not an academic request.

5. OLD BUSINESS

a. **Pilot Tutorial for Students** (Erik Potts):

Raider Connect, University Academic Advising, and many others on campus (faculty, staff, and students) fielded many questions from students who did not know how to use Pilot. Unfortunately, most people in Enrollment Management and University Academic Advising are not well-versed in Pilot and were not able to help them. At our last meeting we began discussing the need for this tutorial. We also began discussing which organization would be the appropriate to develop. The thought was that the CTL has the expertise to develop and expertise in D2L, they are not the organization that supports students. Other organizations such as CaTS and Student Success support students but might not have the expertise in D2L or expertise to develop these tutorials. Examples of D2L tutorials for students at other universities include:

1. The University of Arizona D2L Students

<https://help.d2l.arizona.edu/student/student-home>

- 2.Lock Haven University
<http://www.ecampus.lhup.edu/tutorials/students.htm>
- 3.Michigan State University Online Student D2L Training Course
<https://help.d2l.msu.edu/training>
- 4.Trident Technical College D2L Student Tutorial Videos
<https://ttcmmedia.tridenttech.edu/media/dl/student/tutorials/>
- 5.Sinclair Community College
How to succeed in eLearn (D2L)
<https://www.sinclair.edu/locations/online/hts/>

Old Business was asked to be tabled due to extension of time and to be visited next meeting in November. Sherri requested and Erik approved.

- b. **Attendance Taking:** *(Had been Thomas Wischgoll)*
Last year we talked about the possibility of implementing an Attendance Taking System. Is this something we still want to consider? Michael will talk to Kim Everhart in Financial Aid to see if she can come to one of our meetings to explain the need for taking attendance.
 - 1.Kim Everhart
kim.everhart@wright.edu

Kim Everhart from Financial Aid spoke on to the committee on the importance of having an established tracker for both the aide of being more compliant to. The 3430.2 Attendance and Drop Policy for retention of students. It was noted that being more compliant to taking attendance or showing that students have some sort of academic action within the first two weeks of the semester whether by attendance taking or participating in a class assignment would establish a count for them if they would get audited by the HLC. This would also establish a need for the retention team of helping students for success. Kim gave her opinion on the extreme cost of swipe cards for every student for every classroom and Michael agreed that it was not a real feasible direction. Discussion continued on how the current Pilot LMS system could be a possible link of assistance for migrating information out for these established information to track information for either an assignment, quiz, or attendance of logging into the LMS system. Sheri asked if they could continue to work on the solution and the committee would be open to assisting them at that time with a plan.

6. REPORTS COLLEGES

- a. COLA (Nancy Garner)
- b. RSCOB (Brandon Morris)
- c. COSM (Erik Potts)
- d. BSOM (Cristina Redko)
- e. LAKE (Teresa Richter)
- f. CECS (Kayleigh Duncan)
- g. CONH (Ann Stalter)
- h. CEHS (Sheri Stover)

7. NEXT MEETING

- a. *Date of next meeting:* November 19, 2020
- b. *Time:* 3-5 PM
- c. *Location:* Virtual meeting

8. MOTION TO ADJOURN MEETING

- a. *Motioned by:* Erik Potts
- b. *Second by:* Ann Stalter
- c. *Approved:* yes

Minutes respectfully recorded by Teresa Richter

| 2020 - 2021 Faculty IT Senate Committee Dates | | |
|---|--------|---|
| DATE | TIME | WEBEX MEETING NAME |
| Thursday, September 17, 2020 | 3-5 PM | Faculty Senate IT 3-5PM Thur Sept 17 https://wright.webex.com/wright/j.php?MTID=mc9f6bdd3d595e87b1941eb798eab07e0 |
| Thursday, October 15, 2020 | 3-5 PM | Faculty Senate IT 3-5PM Thur Oct 15 https://wright.webex.com/wright/j.php?MTID=m7e0def750326f6ddb8e3e3a75369401a |
| Thursday, November 19, 2020 | 3-5 PM | Faculty Senate IT 3-5PM Thur Nov19 https://wright.webex.com/wright/j.php?MTID=m4a90821ef8ecb6f0ce42cfb8be5e0efd |
| Thursday, January 21, 2021 | 3-5 PM | Faculty Senate IT 3-5PM Thur Jan 21 https://wright.webex.com/wright/j.php?MTID=ma51cb41187f8ccbcfae9ea7fab54fab0 |
| Thursday, February 18, 2021 | 3-5 PM | Faculty Senate IT 3-5PM Thur Feb 18 https://wright.webex.com/wright/j.php?MTID=m835bebe0262a70273eda5d60b09b44f0 |
| Thursday, March 18, 2021 | 3-5 PM | Faculty Senate IT 3-5PM Thur Mar 18 https://wright.webex.com/wright/j.php?MTID=md1c45463c0be325f64d902bdca8c75ef |
| Thursday, April 15, 2021 | 3-5 PM | Faculty Senate IT 3-5PM Thur Ap 15 https://wright.webex.com/wright/j.php?MTID=made06aa2b0c2406b4d2b6e47e24d0e4a |

WebEx Email Invites:

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