

Faculty Senate IT Committee Minutes [Final]  
Thursday, September 17, 2020/ 3-5PM/ Virtual Meeting

<https://wright.webex.com/webappng/sites/wright/meeting/download/d127bc4e144a473ba2f8533722aedcaf?siteurl=wright&MTID=mc9f6bdd3d595e87b1941cb798eab07c0>

**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), Terri Klaus (CTL), Sue Polanka (Library), Michael Stankas (CaTS)

**Substitutes:** Nita Teeters for Todd Frantz

**Present:** Sheri Stover, Teresa Richter, Michael Stankas, Erik Potts, Sue Polanka, Terri Klaus, Ann Stalter, Brandon Morris, Lisa Kenyon, Nita Teeters, Kayleigh Duncan, Kenneth Coon, Nancy Garner, Cristina Redko

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

- a. *Motioned by:* Nancy Garner
- b. *Second by:* Teresa Richter
- c. Quorum validation: Yes  
(Need 5 for quorum)

**2. MOTION TO APPROVE PAST MINUTES** (Sheri Stover)

- a. *Past minutes date:* 4/16/2020
- b. *Motioned by:* Ann Stalter
- c. *Second by:* Lisa Kenyon
- d. *Suggestions for revisions:* none
- e. *Approved:* yes

**3. NEW BUSINESS**

a. **Vice Chair:**

We need someone to act as Vice Chair for this committee. The Vice Chair is responsible to take notes, work with the chair, and act as chair in situations where the chair cannot attend. We need to vote to approve a Vice Chair. Right now, we have one nominee- Teresa Richter (Lake Campus). Anyone else want to nominate themselves to be considered?

1. Vote was taken, Teresa Richter will act as Vice Chair for this committee.

b. **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. Would it be possible for the CTL to create a Pilot tutorial for students? Perhaps it

would be added to the LMS Brightspace learning repository and made available for all course designers so that instructors teaching the first-year seminar or other courses can opt to include the tutorial. If this were done, there would need to be some sort of assessment to indicate the student completed the tutorial.

**1.DISCUSSION:** The concern was discussed on a possibility of developing a video tool for the first year students that are unaware of the basic usage of Wright State's Web-based learning management system known as Pilot for their courses. It was discussed that video instruction is available for instructors but none is available outside of YouTube outside resource video instructions. CTL (Lisa Kenyon and Terri Klaus) both were concerned that this would fall more under student services and that a student created video from the viewpoint of a past first year student would be more attentive and well received for this direction. CaTS (Michael Stankas/ Kenneth Coon) were concerned not being Pilot subject experts to do it well on their own without a collaboration. CTL and CaTS are willing to give assistance but their needs to be someone to "own it" for any further updates. Erik is going to report back to committee on the scope of the needs and report back. Sheri is going to look for premade videos out there.

**c. Digital Citizenship and Professionalism (Erik Potts):**

There have been a few situations online so far where students were not professional. Has the University begun a conversation about educating students on how to be professional online and how it relates to their digital footprint? If not, could we begin that conversation? Topics to be addressed include attire for video assignments and synchronous classes where video is used, demeanor/behavior, attendance, communication, and more.

**1.DISCUSSION:** Suggestions were given for Faculty to handle it directly as including the Student Conduct Code into the syllabus. CTL gave a suggestion on the option in WebEx to kick the student into the Lobby and it takes several minutes for them to be able to be let back in. Erik will check with a few people on campus and report back to the committee.

**d. University Google Subscription (Dusty Columbia):**

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.DISCUSSION:** Discussion tabled as Dusty was absent for a funeral.

**e. Web Conferencing Evaluation (Sheri):**

Last year we had talked about having CTL or CaTS to conduct a web conference evaluation. Currently, we have 2-3 web conferencing systems on campus (BB-Collaborate Ultra, WebEx, and a little Zoom). Do we want to proceed with CTL or CaTS conducting this evaluation? What suggestions do we have for them and how do we want to be involved?

1.**DISCUSSION:** Committee discussed the possibility of the time to evaluate the Web Conferencing systems and if it was a good time to migrate down to a single system. Suggestions were made to send out a data response survey on the tools that are most in favor and see what the people are most comfortable with usage. With the date of renewal on CaTS being June 2021, it was decided to hold back from exciting too much of the new faculty and let them have the opportunity to explore and use the systems for a favorable decision to be made at a later time possibly this Spring. CaTs is going to look at presenting a full demonstration for WebEx, Blackboard, and Zoom in January.

f. **Wright State EdTech Update** (Sheri):

How is all the educational technologies on campus working (Pilot, BB-Collaborate Ultra, WebEx, etc.). Any issues? Any successes? Any discussion? Any suggestions?

1.**DISCUSSION:** All Colleges have been going good. Some remarks of how both WebEx and Collaborate go spotty sometimes when the system is overloaded with use.

Lake Campus reported the loss of their IT department a few weeks before classes began so they were scrambling with a few areas but the assistance of having CaTs from Dayton having some people commute up to the Lake Campus has been very appreciative and faculty IT needs are getting assisted and computer labs are starting to getting updated. Sheri included that DocuSign was amazing to use! And Proctor You is awful, she does not recommend using it.

4. **OLD BUSINESS**

a. **New Copier System** (*Feedback for CaTS*)

Any updates on the new copier system? Does CaTS need any input from us?

1. **DISCUSSION:** Lake campus is needing CaTS to look at the lab connection to the new printers. It seems the old drivers are still on the computers. (Andrews 183)

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?

1.**DISCUSSION:** Committee has decided due to the mode of the switch to mostly all online due to the pandemic COVID19 that the Attendance Taking System would be best to be tabled at this time. Michael is going to talk to Kim in Finance if its something important to them now that we've gone to online to worry about and if she'd like to come talk to us about their concerns.

c. **Amazon Web Services & AWS Educate** (Sheri):

Update on the progress of figuring out how to publish HTML documents to the AWS SSS service for student projects.

1.**DISCUSSION:** Kayleigh discussed the possibility of using GitHubPages instead of Amazon.

<https://docs.github.com/en/github/working-with-github-pages>

## **5. REPORTS (CaTS, CTL, Library, Registrar)**

### a. CaTS (Michael Stankas)

Labs are being accessible remotely by opening up the software using the VPN and create a remote session using the software that is sitting remotely. Adobe Creative Cloud and Cloud is not because they are under subscriptions. Used the Cares Act dollars to invest into some infrastructure especially our VDI environment. They are hoping to make software remotely for students and address needs that are out there.

### b. CTL (Lisa Kenyon & Terri Klaus)

Terri thanked the Faculty Senate for the resolution that was passed at the last meeting. Started up a new online learning community for faculty. Reported to the Trustees on some data they have been working on. Working on an emergency document for when WebEx goes out.

### c. Library (Sue Polanka)

Busy around 500-700 coming through the day. Trying to keep students in masks. Last week we sent out the list of journals to cancel as part of our 13.5% budget cut. We had to cut a significant amount of money out. New Printers/Scanners are really great.

### d. Registrar (Nita Teeters)

Wanting to start utilizing banner communication to send out some alerts to all faculty members, assigned to class sections right at the beginning of the term. One is with class section overrides. It needs to be known it can all be done online.

The non attendance policy 30.2 if the instructor wants to drop the student for not attending then it doesn't turn into a student that is on the books and there is several problems that occur with loss of reasons of why these students are not there. And this is a easy way to alert us that these students are not attending. It actually saves a lot of financial money to get them out within the first few weeks.

### e. SGA Undergraduate (TBD)

### f. SGA Graduate (TBD)

## **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)

Effort Certification Process Apps that are requiring Flash and starting to cause issues. Requesting to weed any apps out that still require flash.

- g. CONH (Ann Stalter)
- h. CEHS (Sheri Stover)

**7. NEXT MEETING**

- a. *Date of next meeting:* October 15, 2020
- b. *Time:* 3-5 PM
- c. *Location:* Virtual meeting

**8. MOTION TO ADJOURN MEETING**

- a. *Motioned by:* Ann Stalter
- b. *Second by:* Brandon Morris
- c. *Approved:*

*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 <a href="https://wright.webex.com/wright/j.php?MTID=me9f6bdd3d595e87b1941cb798eab07e0">https://wright.webex.com/wright/j.php?MTID=me9f6bdd3d595e87b1941cb798eab07e0</a>
Thursday, October 15, 2020	3-5 PM	Faculty Senate IT 3-5PM Thur Oct 15 <a href="https://wright.webex.com/wright/j.php?MTID=m7e0dcf750326f6ddb8e3c3a75369401a">https://wright.webex.com/wright/j.php?MTID=m7e0dcf750326f6ddb8e3c3a75369401a</a>
Thursday, November 19, 2020	3-5 PM	Faculty Senate IT 3-5PM Thur Nov19 <a href="https://wright.webex.com/wright/j.php?MTID=m4a90821ef8ecb6f0ce42cfb8be5e0efd">https://wright.webex.com/wright/j.php?MTID=m4a90821ef8ecb6f0ce42cfb8be5e0efd</a>
Thursday, January 21, 2021	3-5 PM	Faculty Senate IT 3-5PM Thur Jan 21 <a href="https://wright.webex.com/wright/j.php?MTID=ma51cb41187f8ccbcfae9ea7fab54fab0">https://wright.webex.com/wright/j.php?MTID=ma51cb41187f8ccbcfae9ea7fab54fab0</a>
Thursday, February 18, 2021	3-5 PM	Faculty Senate IT 3-5PM Thur Feb 18 <a href="https://wright.webex.com/wright/j.php?MTID=m835bebe0262a70273eda5d60b09b44f0">https://wright.webex.com/wright/j.php?MTID=m835bebe0262a70273eda5d60b09b44f0</a>
Thursday, March 18, 2021	3-5 PM	Faculty Senate IT 3-5PM Thur Mar 18 <a href="https://wright.webex.com/wright/j.php?MTID=md1c45463c0be325f64d902bdca8c75ef">https://wright.webex.com/wright/j.php?MTID=md1c45463c0be325f64d902bdca8c75ef</a>

Thursday, April 15, 2021	3-5 PM	Faculty Senate IT 3-5PM Thur Ap 15 <a href="https://wright.webex.com/wright/j.php?MTID=made06aa2b0c2406b4d2b6e47e24d0e4a">https://wright.webex.com/wright/j.php?MTID=made06aa2b0c2406b4d2b6e47e24d0e4a</a>
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WebEx Email Invites:

[kenneth.coon@wright.edu](mailto:kenneth.coon@wright.edu); [kayleigh.duncan@wright.edu](mailto:kayleigh.duncan@wright.edu); [nancy.garner@wright.edu](mailto:nancy.garner@wright.edu);  
[lisa.kenyon@wright.edu](mailto:lisa.kenyon@wright.edu); [terri.klaus@wright.edu](mailto:terri.klaus@wright.edu); [brandon.morris@wright.edu](mailto:brandon.morris@wright.edu);  
[sue.polanka@wright.edu](mailto:sue.polanka@wright.edu); [cristina.redko@wright.edu](mailto:cristina.redko@wright.edu); [teresa.richter@wright.edu](mailto:teresa.richter@wright.edu);  
[ann.stalter@wright.edu](mailto:ann.stalter@wright.edu); [michael.stankas@wright.edu](mailto:michael.stankas@wright.edu); [sheri.stover@wright.edu](mailto:sheri.stover@wright.edu);  
[erik.potts@wright.edu](mailto:erik.potts@wright.edu); [todd.frantz@wright.edu](mailto:todd.frantz@wright.edu); [buckner.14@wright.edu](mailto:buckner.14@wright.edu);