**The University of North Carolina at Pembroke**

**Academic Information Technology Committee** (AITC)

**Agenda -** Monday, February 11, 2019 at 3:30 p.m.

Chavis University Center 208

**Members of the AITC:**

Aaron Vandermeer (Chair), Senator; Conner Sandefur, Senator; Larry Arnold (ARTS, 2020); Lisa Mitchell (EDUC, 2020); Walter Lewallen (LETT, 2019); Jesse Rouse (NSM, 2019); Mohammad Rahman (SBS, 2020); Kevin Pait, Interim CIO; Joy Fuqua, Director of Online Learning; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the

Accessibility Resource Center; Dennis Swanson, Representative of the Library; Tremain Ingram, SGA Senator

**Order of Business**

**A. Roll Call**

**B. Approval of Minutes (**[Appendix A](#AppendixA))

**C. Adoption of Agenda**

**D. Reports**

1. AITC Chair—Aaron Vandermeer
2. Interim AVC for Technology, Resources and Chief Information Officer—Kevin Pait
3. Director of Online Learning—Joy Fuqua
4. Library Report—Dennis Swanson

**E. Unfinished Business**

1. Online Student Evaluation of Instruction
2. Faculty Training Program for Online Instruction
3. Online Portfolio for Faculty [Major] Evaluation — exploring OneDrive

**F.** **New Business**

1. LTI Requests
   1. CourseEval: CourseEval provides an online digital equivalent to offline paper based end of the semester course evaluations
   2. [CourseEval Report](https://bravemailuncp-my.sharepoint.com/:w:/g/personal/frazier_uncp_edu/EZhAIBhg_S1FtPwi66nqfgkBmdhjBTgl76Q4m9h9wsXyzg?e=ARbS9l)
   3. [Supplemental Documents](https://bravemailuncp-my.sharepoint.com/:f:/g/personal/frazier_uncp_edu/EjMIQDo7OfBAht2CKsMrGVoBasGarrhIBKpWxq5jQ5I_2g?e=1WD3E9)
2. Share DoIT’s proposal for the LTI review process with the committee.
   1. This year we would like to review the current list of LTI’s at the meeting in March. Beginning next fall we propose to present a summary of LTI’s to the new AITC committee in September and then do an annual review in January after committee members have had a semester to become familiar with them.

**G. For the Good of the Order**

**H. Instructional Space Infrastructure Standard** ([Appendix B](#AppendixB))

**I. DoIT Technology Report for AITC: (**[Click Here](https://bravemailuncp.sharepoint.com/:w:/r/teams/DoITTeam/_layouts/15/Doc.aspx?sourcedoc=%7Bbc144682-ab2e-4e3d-919a-13ffc6600c63%7D&action=default&gad=465))

**J. Announcements**

**K. Adjournment**

**Appendix A—Minutes Draft of January 14, 2019**

**The University of North Carolina at Pembroke**

**Academic Information Technology Committee** (AITC)

**Minutes -** Monday, January 14, 2019 at 3:30 p.m.

Chavis University Center 208

**Members of the AITC Present:**

Aaron Vandermeer (Chair), Senator; Conner Sandefur, Senator; Larry Arnold (ARTS, 2020); Lisa Mitchell (EDUC, 2020); Walter Lewallen (LETT, 2019); Jesse Rouse (NSM, 2019); Mohammad Rahman (SBS, 2020); Nancy Crouch, CIO; Joy Fuqua, Director of Online Learning; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the Accessibility Resource Center

**Members Absent:**

Dennis Swanson, Representative of the Library; Tremain Ingram, SGA Senator

**Visitors in attendance**

Ray Buehne, DoIT; Wes Frazier, DoIT; Tabitha O. Locklear, DoIT; Jodi Phelps, Communications; Scott Hicks, TLC; Martin Farley, Geology and Geography; Yale Kodwo-Nyameazea, Social Work

**A. Roll Call**—The meeting was called to order at 3:30PM.

**B. Approval of Minutes**—The Minutes were approved as disseminated (rev1).

**C. Adoption of Agenda**—The Agenda was approved as disseminated (rev1).

**D. Reports**

1. Chairs Report – A. Vandermeer
   1. Scantron replacement discussion, Canon copiers may not work as a replacement option.
   2. Per the Faculty Senate, LTI approvals are made in AITC and do not need to go up to Senate
2. Communications Announcement - Jodi Phelps
   1. www2 version of the UNCP site with personal pages has very little traffic and is a security concern. Will be shutdown.
   2. University wants to maintain ability for personal pages, but do not have support (and need to take old server offline due to security issues)
   3. GSuites has Sites feature. University is encouraging everyone to move their personal materials to new Sites page, emails will go out to individuals and broadly about transition
   4. Timeline: decommission of www2 by April
   5. Other: dead links on current site can be reported through uncp.edu/ucmrequest to ask Communications to fix dead links
3. DoIT Report – Nancy Crouch
   1. WEPA printing is now online. Crouch shared information from printing back-end
   2. Launching IT support surveys: services will send a survey when a HEAT ticket is closed
   3. Classroom standards have been documented (what options are available so that there is consistency in installs) (Documents in house with DoIT/not online)
   4. Some upgrades may be accelerated over the summer as funds becomes available
   5. Student Computing Initiative
      1. Project to see what other systems schools are doing,
      2. What are local Lab costs?
      3. What do other options cost?
      4. Is there space to support a SCI (Carter Hall is not optimal)
      5. Question of whether there can be discipline specific builds (hardware and software)
4. Online Learning report - Joy Fuqua: No Report
5. Library Report – Dennis Swanson: No Report

**E. Unfinished Business**

1. Nancy Crouch, Scantrons: Canon was considered, but not confident it is the best solution
   1. Moving forward to understand needs to determine best approach, but aware something needs to happen
2. Terry Locklear, Standard template for online courses – existing template available on the Canvas Commons for use in building new courses (similar to AP template)
   1. More information about standardizing appearance for students
   2. Examples, entrance page and module structure
3. Nancy Crouch, Getting feedback on Classroom Upgrades – What to know how to get more information from faculty prior to upgrades
   1. Martin Farley – Chairs are an obvious location to begin
   2. Aaron Vandermeer– Surveys may be an option that the AITC could lead
   3. Nancy Crouch, Dial may be upgraded in the summer

**F. New Business**

1. LTIs
   1. CourseEval – Existing app on campus, providing direct access through Canvas
      1. Implementation is through the side-bar, so it can be hidden by faculty which may cause issues
      2. If implemented existing notifications would have to continue
      3. The caveats make CourseEval prep more difficult, going to evaluating all classes each semester would make it easier

**Motion to table discussion until February meeting (11-0-0)**

* 1. Capsim – planned use by only one faculty, VPAT is questionable, but company has suggested they could work on that
     1. Not an existing LTI in Canvas ‘marketplace’
     2. The more LTIs there are the more difficult to manage
     3. Does not seem to be a broad benefit
     4. Yale Kodwo-Nyameazea - Are there similar social science simulators, how can you find new tools?

**Proposal Fails: (0-11-0)**

* 1. WebEx Teams – existing app on campus, provides direct access through Canvas
     1. Can be turned on per course
     2. 3 options (per course): WebEx Teams, online office hours, virtual meetings
     3. Related to conversations about office hours in FIAC and FacDev
     4. Needs to have training before turning on in Canvas (turn on in Summer/Fall)
     5. DoIT will be responsible for training

**Proposal Passes: (11-0-0)**

1. Faculty Training for Online Teaching
   1. Scott Hicks – less than half of Fall 2018 class were taught by QM trained faculty
   2. Only 14% were taught by trained and had been through QM
   3. Moving forward to certification (based on Accessibility certificate)
   4. Focus is on training faculty for certification, but not clear on review of classes
   5. Martin Farley– summer numbers are bound to be worse
   6. School of Business has online standard enforced by Department Chairs
   7. Push is to work internally, so peer-review would be beneficial
   8. Continue conversation in February
2. Getting additional instructions online
   1. Link from the desktop
   2. Contact if additional instructions can be added
3. Kevin Pait will be interim CIO

**G. For the Good of the Order**

**H. Announcements:** No announcements

**I. Adjournment :** The meeting adjourned at 4:59PM

Minutes submitted by Jesse Rouse.

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**Appendix B—Instructional Space Infrastructure Standard**



**Division of Information Technology**

**Instructional Spaces Infrastructure Technology Standard**

**Introduction and Purpose**

UNCP must provide faculty, staff, and students with high-quality technology for instruction, learning, research, work productivity, and creative endeavors. The Division of Information Technology (DoIT) strives to create a sustainable, predictable, and dependable model for identifying, procuring, and managing the technology infrastructure at UNCP. DoIT’s goal is to achieve a 5 to 6-year refresh cycle for infrastructure specific to instructional spaces, and to sustain that cycle barring technology disruptions that force a shorter cycle. The pace of refresh, however, will be dependent upon the availability of funds.

This standard defines a range of options suitable for use cases for academic and non-academic spaces of varying sizes. The purpose is to provide appropriate options to meet the needs of faculty, staff and students while supporting our goals for ongoing maintenance and upgrades and ensuring that we are good stewards of university resources.

1. **Document Owner**

|  |  |
| --- | --- |
| **Document owner** | Director, IT Support Services (ITSS) |

1. **Scope**

All instructional spaces, conference and meeting spaces, and common spaces provisioned for audio visual technology running on the UNCP campus network and supported by DoIT are considered in scope for the application of these standards.

The following are not included in the scope of this standard:

* Computers purchased through the Campus Computing Initiative
* Furniture (whiteboard, podiums, desk, chairs, tables, etc.)
* Altering the physical structure of instructional spaces

1. **Definitions**
2. Must:  This word, or the terms “required” or “shall”, mean that the definition is an absolute requirement of the specification.1
3. Must Not: This phrase, or the phrase “shall not”, means that the definition is an absolute prohibition of the specification.1
4. Should:  This word, or the adjective "recommended", means that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.1
5. Should Not:  This phrase, or the phrase "not recommended" means that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.1
6. May:  This word, or the adjective “optional”, means that an item is truly optional.
7. Instructional spaces - academic spaces including classrooms, computer labs, and seminar rooms.
8. Instructional infrastructure - hardware including projection, control, audio, scanners, document cameras, and video conferencing systems. Instructional infrastructure may be installed in both academic and non-academic spaces.
9. Campus Computing Initiative - operational initiative to refresh client computers for faculty, staff, classrooms and computer labs.
10. **Roles and Responsibilities**
11. Director, IT Support Services: Standard owner

1. **Instructional Space Infrastructure Technology Standard Options**

The standard for Instructional Space Infrastructure (ISI) technology must be followed for upgrades of existing spaces, renovations of existing spaces, and new construction at UNCP. ISI technology deployed by DoIT must meet accessibility requirements. If a use case is defined that cannot be met by the ISI standard DoIT will work with the customer to recommend appropriate modifications within our support capabilities. Funding for such needs will be negotiated on a case by case basis.

**Tier 1: Basic Classroom**

Description: Crestron AM-200, Laser Projector, Touch Panel (Audio through projector)

Designed for: Small classroom or lab space with wireless presentation, which does not need sound amplification or additional hardwired device connectivity.

Requirements: 1 x Ceiling Power, 2 x Ceiling Data, 1 x Wall/Desktop Data (included in Vendor Costs)

**Equipment**

Display: Sony Laser Projector (VPL-WUXGA 4500) with mounting hardware

Projector Screen: Draper Luma 2 projection screen 123 inch with mounting hardware

AV Controller: Crestron AM-200

Control: Crestron 7” Touch Panel (TSW 720)

Connectivity: 1 HDMI input

Wireless Present: Yes, AirMedia

Room Audio: Yes, from Projector Only

**3rd Party Vendor Cost Considerations**

* AV Installation
* Network Cost
* Electrical

**Optional Additions**

Enhanced Audio: Not recommended for Tier 1. A Tier 2 solution should be deployed if enhanced audio is required.

Patch and Paint: Patch holes, touch up paint, etc.

**Tier 2: Standard Classroom**

Description: Crestron DMPS3-4K, Laser Projector, Touch Panel, Room Audio

Suitable for: Standard classroom with amplified audio, multiple inputs, or microphone needs with wireless presentation capabilities.

Requirements: 1 x Ceiling Power, 2 x Ceiling Data, 2 x Wall/Desk Data (included in Vendor Costs)

**Equipment**

Display: Sony Laser Projector (VPL-WUXGA 4500) with mounting hardware

Projector Screen: Draper Luma 2 projection screen 123 inch with mounting hardware

AV Controller: Crestron DMPS3-4K-250-C-AIRMEDIA; DM-RMC-4K-SCALER-C

Control: Crestron 10” Touch Panel (TSW 1020)

Connectivity: 6 HDMI inputs

Wireless Present: Yes, AirMedia

Room Audio: AMP built into AV controller, Ceiling Tile Speakers (new or existing)

**3rd Party Vendor Cost Considerations**

* AV Installation
* Network Cost
* Electrical

**Optional Additions**

Patch and Paint: Patch holes, touch up paint, etc.

Enhanced Audio: Ceiling Speakers (2 x)

Microphone: Shure Handheld & Lavalier Wireless Mic

**Tier 3: Specialized Classroom**

Description: Built on Tier 2 standard with customizations (extra displays, extra input devices, confidence monitor, etc.)

Suitable for: Specialized classroom with specific technology needs (multiple projectors, etc.) with wireless presentation and multiple inputs.

Requirements: 1 x Ceiling Power, 2 x Ceiling Data, 2 x Wall Data (included in Outside Vendor Costs)

**Equipment**

Primary Display: Sony Laser Projector (VPL-WUXGA 4500) with mounting hardware

Projector Screen: Draper Luma 2 projection screen 123 inch with mounting hardware

AV Controller: Crestron DMPS3-4K-250-C-AIRMEDIA

Control: Crestron 10” Touch Panel (TSW 1020)

Connectivity: 6 HDMI inputs

Wireless Present: Yes, AirMedia

Room Audio: AMP built into AV controller, Ceiling Tile Speakers (if necessary)

**3rd Party Vendor Cost Considerations**

* AV Installation
* Network Cost
* Electrical

**Optional Additions**

Patch and Paint: Patch holes, touch up paint, etc.

Enhanced Audio: Ceiling Speakers (2 x)

Microphone: Shure Handheld & Lavalier Wireless Mic

Secondary Displays: Sharp 80 inch Display (each)

**Additional Options Requiring Further Research**

Confidence Monitors

Video Wall (Matrix of Monitors)

Integration with Cisco Webex Devices, including PresenterTrack

Campfire Tables

**Tier 1: Collaborative Conference Space**

Description: Cisco Room Kit w/ Built In Camera w/Speaker Track, Microphone, Touch 10 Wall Panel

Suitable for: Small conference rooms, huddle spaces, large offices, seminar rooms needing Cisco integration with single display, with one wired input and wireless presentation.

Requirements: (1) Quad Electrical Outlet, Dual Data Plate (1 to wiring closet, 2nd to touch 10 Wall Mount), 5 gang masonry box - 3” deep, Chief Large Fusion Wall Mounts with bottom of displays at 37” - 39” from the floor.

**Equipment**

Display: 60, 70 or 80 inch

AV Controller: Cisco Room Kit

Control: Touch 10 Wall Panel

Connectivity: 1 HDMI input

Wireless Present: Yes, Webex Teams

Room Audio: Yes, Camera Bar

**Hardware Costs**

* Cisco Room Kit
* Sharp Displays
* Chief Large Fusion Mount
* Touch 10 Wall Mount
* Multi-Head PC Cable
* 12 Month Year Support Contract

**3rd Party Vendor Cost Considerations**

* AV Installation
* Network Cost
* Electrical

**Optional Additions**

Second Display: Second Display for content and mount

Enhanced Audio: We recommend a collaborative classroom space tier 1 if enhanced audio is required.

Patch and Paint: Patch holes, touch up paint, etc.

**Tier 1 Collaborative Space**

Description: Cisco Room Kit Plus w/ Built In Cameras (4) w/Speaker Track, Touch 10 Wall Panel

Suitable for: Collaborative classrooms which need Cisco Webex integration with wireless presentation and multiple inputs.

Requirements: (1) Quad Electrical Outlet, Dual Data Plate (1 to wiring closet, 2nd to touch 10 Wall Mount) 5 gang masonry box - 3” deep, Chief Large Fusion Wall Mounts with bottom of displays at 50” from the floor.

**Equipment**

Display: 60, 70 or 80 inch

AV Controller: Cisco Room Kit Plus

Control: Touch 10 Wall Panel

Connectivity: 2 HDMI inputs

Wireless Present: Yes, Webex Teams

Room Audio: Yes, Camera Bar + Room Speakers If Needed

**Hardware Costs**

* Cisco Room Kit Plus
* Sharp Displays
* Chief Large Fusion Mount
* Touch 10 Wall Mount
* Cisco Ceiling Microphone
* Multi-Head PC Cable
* 12 Month Year Support Contract

**3rd Party Vendor Cost Considerations**

* AV Installation
* Network Cost
* Electrical

**Optional Additions**

Enhanced Audio: Ceiling Speakers, Audio AMP

Patch and Paint: Patch holes, touch up paint, etc.

**Tier 2 Collaborative Space**

Description: Cisco Room Kit Pro w/ Built In Cameras (4), P60 Presenter Track, Touch 10 Wall Panel

Suitable for: Collaborative classrooms which require presenter track with wireless presentation and multiple inputs.

Requirements: (1) Quad Electrical Outlet, Dual Data Plate (1 to wiring closet, 2nd to touch 10 Wall Mount) 5 gang masonry box - 3” deep, Chief Large Fusion Wall Mounts at X height

**Equipment**

Display: 60, 70 or 80 inch

AV Controller: Cisco Room Kit Plus

Control: Touch 10 Wall Panel

Connectivity: 2 HDMI inputs

Wireless Present: Yes w/Webex Teams

Room Audio: Yes, Camera Bar + Room Speakers If Needed

**Hardware Costs**

Sharp Displays: 60, 70 or 80 inch

Chief Large Fusion Mount

Touch 10 Wall Mount (2) Cisco Ceiling Microphone

P60 Camera

Multi-Head PC Cable

12 Month Year Support Contract

**3rd Party Vendor Cost Considerations**

* AV Installation
* Network Cost
* Electrical

**Optional Additions**

Enhanced Audio: Ceiling Speakers, Audio AMP

Patch and Paint: Patch holes, touch up paint, etc.

1. **Related Documentation**

See also these related documents:

1. [ISI Classroom Technology Design Standards pricing included](https://docs.google.com/document/d/1wob-0UW3Ay_6ntDhPC7Csc1vGfeBsE_k1kI1C41eHh4/edit): DOCUMENT RELATIONSHIP
2. [ISI Podium Standard pricing included](https://docs.google.com/document/d/1-tbFa_DVTqLEPDQvnQntQZOMOOCUVL4SIQEWMxqaock/edit?usp=sharing): DOCUMENT RELATIONSHIP
3. [ISI Podium Standard](https://docs.google.com/document/d/1jqg5L_1cuAr2ylBsBsRR_ceiy8y7N6sRtcpd-IqmNyA/edit?usp=sharing)
4. [Lab and Classroom Upgrade Schedule](https://www.uncp.edu/resources/division-information-technology/computer-labs-classrooms/lab-classroom-upgrade-schedule)

Page Break

1. **Document Version**

All revisions of this document are listed in chronological order.

[DV = Draft Version, FV = Final Version.]

|  |  |  |
| --- | --- | --- |
| Version Number | Revision Date | Revision Summary |
| DV1 | 2019/01/09 | Draft authored from standards developed by ITSS. Scheduled for CAB for review 1/14/19 |
| DV2 | 2019/01/10 | Added roles and hyperlinked documents in Related Documents. Director, IT Support Services |
| FV1 | 2019/01/15 | DV2 approved by DoIT Leadership Team. Minor edits made and filed as FV1. |