

The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Agenda - Monday, October 14, 2019 at 3:30 p.m.
Chavis University Center 208

Members of the AITC:

Joe West (Chair), Senator; Ottis Murray (Secretary), Senator; Larry Arnold (ARTS, 2020); Lisa Mitchell (EDUC, 2020); Jaime Martinez (LETT, 2021); Roland Stout (NSM, 2021); Mohammad Rahman (SBS, 2020); Ki Byung Chae (Interim Distance Education Director CHS, 2021) Kevin Pait, Interim CIO; Terry Locklear, Instructional Designer; Debbie Bullard, Representative of the Accessibility Resource Center; Dennis Swanson (Library Dean), Representative of the Library; Des Woods, SGA Senator

Order of Business

A. Roll Call

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

C. Adoption of Agenda

D. Reports

1. *AITC Chair*—Joe West
 - a. Notebook Computers for all UNCP undergraduate students?
 - b. Faculty training on academic information technology software / hardware. Attendance for these training sessions has been a problem. Next training session to train faculty on setting up a Google Scholar Profile page has been announced. AITC members help in increasing class size?
 - c. Ask Security to block websites which allow students to purchase papers? Should UNCP infrastructure be used to enable cheating? Discussion? Motion? Vote?
2. *Interim AVC for Technology, Resources and Chief Information Officer*—Kevin Pait
3. *Director of Distance Education*—Ki Byung Chae
4. *Library Report*—Dennis Swanson

E. Unfinished Business

- a. Listserves: Kevin Pait will report what other universities in the UNC system do WRT listservs and FOIA law.
- b. WEPA Printing: Joe West contacted Mark Gogal to determine status of printing funds for students from \$10 per semester to \$15 per semester. Waiting on a return call.
- c. Software Pricing: Request that AITC be involved based on the academic value of software vs. actual cost. Only faculty can determine whether or not a new academic software package is worth the price. Put another way, software price should be discussed when evaluating an academic software package. Appendix B outlines the AITC Charter in the Faculty Handbook. It is the Chair's belief that valuing academic IT software / services are a part of the AITC charter.
- d. AITC role in hardware/design decisions for future classroom "upfits." Faculty should share thoughts about classroom updates with AITC, DoIT, and Dept. Motion to recommend addition to AITC Charter? Appendix B outlines the AITC Charter in the Faculty Handbook. It is the Chair's belief that classroom upfits are a part of the AITC charter.
- e. Faculty and student survey of academic information technology.
- f. AITC Involvement in Software Pricing. Is the academic value worth the cost?

- F. New Business**
- G. For the Good of the Order**
- H. DoIT Technology Report for AITC**
- I. Announcements**
- J. Adjournment**

Appendix A Meeting Minutes

Academic Information Technology Committee (AITC) Minutes
Monday, September 9, 2019 at 3:30 pm
Chavis University Center 208

Members of AITC

Joe West, (Chair), Senator	Kevin Pait, Interim CIO
Ottis Murray, (Secretary), Senator	Terry Locklear, Instructional Designer
Larry Arnold (ARTS, 2020)	Debbie Bullard, Rep. ARC
Lisa Mitchell (EDUC, 2020)	Dennis Swanson, Dean of Mary Livermore Library
Jamie Martinez (LETT, 2021)	Des Woods, SGA Senator
Roland Stout (NSM, 2021)	Ray Buehne, Director of Enterprise Applications
Mohammad Rahman (SBS, 2020)	
Ki Byung Chae (CHS, 2021), Interim Director of Online Learning	

Members Present

Joe West (Chair), Ottis Murray (Secretary), Senators: Roland Stout, Jamie Martinez, Lisa Mitchell, Larry Arnold, Mohammad Rahman, Ki Chae; Dennis Swanson, Dean of Library; Terry Locklear, Instructional Designer; Kevin Pait, Interim CIO; Ray Buehne, Director of Enterprise Applications; Des Woods, SGA Senator.

Members Absent

None

Visitors

Don Bryant

Order of Business

- A. Roll Call: The meeting was called to order at 3:30 pm.
- B. Approval of Minutes: The Minutes were approved with minor corrections.
- C. Adoption of Agenda: The Agenda was approved as disseminated
- D. Reports
 - 1) AITC Chair – Joe West
 - a) Listserves
 - FOIA law – paper requests for information
 - What do other universities do? (Kevin will research)
 - b) UNCP Usernames
 - HelpDesk request to make request for Username Changes
 - Preferred names; waiting for the official policy to release
 - c) WEPA printing
 - SGA resolution as a concern for students - \$10 allocated per term
 - Increased funding request in the office of the Chief of Staff
 - d) AITC role in URL filtering - Academic Freedom
 - Cisco filtering proxy
 - (1) Example of know threats: Russia, Syria, Iran and North Korea

- Academic freedom is a top priority, but security is the key.
 - Administrative rights – request via Dolt
 - Questions: security@uncp.edu
- e) Software funding
- AITC in not included in the current process
- f) AITC role in hardware/design decisions for classroom uplifts
- No clear, formalized AITC role
 - Some general (departmental) requests and conversations used in decisions
- g) Faculty training on information technology software/hardware
- Availability is not issue – attendance a problem
 - (1) Individual assessment of need/use
 - (2) Perhaps engagement with department chairs to schedule faculty presentations
 - (3) Engage the Teaching & Learning Center
 - (4) Identify early adopters to assist in rollout of new products
 - (a) Example: Terry Locklear’s work with Canvas
- h) Faculty and student survey of academic information technology
- 2) AVC for Technology, Resources & Chief Information Officer – Kevin Pait
- a) Instruction space (5) years refresh cycle – 60 of 200 classrooms updated
- Access/time to classrooms for upgrades; significant issue
- b) Spectrum services contract ending in December – no cable
- c) Emergency text messaging fixed (new employees did not receive messages due to technical issues)
- d) Don Bryant:
- Overarching commitment to academic freedom with security being an essential element
 - Collaboration via WebEx, Google Suite, Office 365
 - Geo-blocking (process of limiting user access to the internet based on their physical location)
 - (1) Issue confined mostly to students (e.g., abroad studies, military) – easily remedied via Dolt notification/request prior to travel
 - VPN username problematic overseas; faculty and staff need to notify Dolt prior to overseas travel
 - Trend toward multifactor verification (duo-factor identification for security)
- 3) Director of Online Learning – Ki Chae
- a) Green Screen available – demo per request
- b) Canvas as example of rolling out new products to faculty
- c) Discussion of need for proctoring (online instruction)
- Terry Locklear researching practices
 - Needs survey in Fall semester
- 4) Dean of Library Services – Dennis Swanson
- a) Information ref. linking library via Canvas (due in October)
- Leganto connection to Canvas
 - (1) Projected availability in Spring Semester
 - (a) Linkage for ebooks

(b) Includes data for faculty

(i) Track student use of reading materials and can track use of search engine used

- Discussion of Open Source textbooks
 - (1) \$100,000 in grant money was available; lost (lack of interest?)
 - (2) Number of students purchased books for courses where ebooks were available via library
- No timeline given; but overdue fees will be collected (faculty and staff) via payroll as necessary

E. Unfinished Business - None

F. New Business - None

G. For the Good of the Order

- a. Grammarly plugin for browsers – Don Bryant warn about use as the plugin allows access to Username and passwords.

H. Announcement

- a. Look for announcement about an open house for the Education Resource Library

I. Adjournment – 5:02 pm

Appendix B
AITC Charter From 2019 – 2020 UNCP Faculty Handbook

Section 4. Academic Information Technology Committee

- A. The Academic Information Technology Committee is a standing committee of the Faculty Senate. The committee represents Faculty interests in all matters relating to Information Technology and acts as the service owner for technology services and Information Technology Policy where the primary focus is on pedagogy, faculty research, and service. The committee will make recommendations to the Faculty Senate regarding the implementation, governance, or changes to these technology services. The Committee will recommend and engage in faculty centered activities to adopt key academic technologies. The Committee will also advise the CIO and the Senate on new technology initiatives and will evaluate and make recommendations concerning academic computing and information policies, standards, and procedures proposed or implemented by DoIT.
- B. The Academic Information Technology Committee will consist of fourteen voting members:
 - 1. Two Senators, one of whom will serve as chair as appointed by the Senate chair,
 - 2. Six additional faculty members, one from each division,
 - 3. The Chief Information Officer,
 - 4. An Instructional Designer,
 - 5. The Director of Online Learning
 - 6. A Representative of the Library, as appointed by the Dean of Library Services
 - 7. A Representative of the Accessibility Resource Center,
 - 8. One SGA Senator, as appointed by the SGA President.