

The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)
Agenda - Monday, February 10, 2020 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) Katina Blue 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. Mandatory connected classroom (Cisco Webex Teams) demonstration at Brave's Kickoff 2020? Feedback needed.
 - b. Local admin rights on faculty computers. Managed settings persistence?
 - c. Standard classroom computers have only one USB port. Can we consider machines with more than one USB port?
2. *AVC for Technology, Resources and Chief Information Officer*—Katina Blue
 - a. TBD
3. *Director of Distance Education*— Ki Byung Chae
 - a. TBD
4. *Library Report*—Dennis Swanson
 - a. TBD

E. Unfinished Business

- b. Course and Level Scheduling: Lisa will survey and report back room attributes and assignments.
- c. Student Computing Initiative update – Lisa
- d. Academic (Classroom and Teaching) Technology: AITC committee agrees most desirable model is bottom-up. Discussion with CIO Katina Blue.

F. New Business

- a) DoIT is recommending that the “Teachers can access” date in Canvas be extended two weeks past the end of the term date. Currently courses cannot be modified past the end of term date. DoIT frequently receives calls from faculty to modify their course after the term end date for various reasons such as incomplete grading, grading mistakes, and requests to add another instructor to a course. The Universities current process inside Canvas for courses is as follows:
 - a. Term dates are set based on information collected from Banner.
 - b. Teachers can access from the time the course is created until the end of the term.

- c. Students can access based on the term start date and end date (Unless modified by Teacher within settings)
- d. DoIT suggests that we extend the time that Teachers can access the course by two weeks after the term end date.

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)
Meeting Minutes
Monday, November 11, 2019 at 3:30pm
Chavis University Center 208

Members of AITC

Senators:

- Joe West, (Chair)
- Ottis Murray, (Secretary)
- Ki Byung Chae (CHS, 2021)
- Larry Arnold (ARTS, 2020)
- Lisa Mitchell (EDUC, 2020)
- Jamie Martinez (LETT, 2021)
- Roland Stout (NSM, 2021)
- Mohammad Rahman (SBS, 2020)

Non Senate Members:

- Katina Blue, CIO
- Terry Locklear, Instructional Designer
- Debbie Bullard, Rep. of Accessibility Resource Center
- Dennis Swanson, Dean of Mary Livermore Library
- Des Woods, SGA Senator

Members Present: Joe West, Ottis Murray, Larry Arnold, Lisa Mitchell, Terry Locklear Debbie Bullard, Des Woods (Jorge Castillo)

Members Absent: Jamie Martinez, Roland Stout, Mohammad Rahman, Ki Chae, Kevin Pate, Dennis Swanson

Visitors: Jorge Castillo

- A. Roll Call: The meeting was called to order at 3:30 pm.
- B. Approval of Minutes: The Minutes were approved.
- C. Adoption of Agenda: The Agenda was approved as disseminated
- D. Reports
 - a. AITC Chair – Joe West
 - New CIO will join UNCP in December
 - (1) Scheduled to meet with the committee in February
 - b) AVC for Technology, Resources & Chief Information Officer – Kevin Pait
 - Absent; no report
 - c) Interim Director of Online Learning – Ki Chae
 - Absent
 - Terry Locklear reported
 - (1) Three candidates identified for Director of Online learning
 - (2) UNCP proctoring for the Winter semester will not be available
 - (3) UNC scheduling for online system available for approved locations by zip code
 - d) Dean of Library Services – Dennis Swanson

- Absent; no report

E. Unfinished Business

1) Technology purchases; discussion

- i. AITC role, as representatives of faculty, in technology purchases; we should drive process
- ii. Example: shift from Blackboard to Canvas (discussion: bottom-up model of decision making)
- iii. Possible leverage of member representation on Faculty Budget Committee as means of engaging in the process
- iv. Initiate discussion with new CIO and previous top-down model approach to new technology
- v. Use it or lose it: process should be in our charter to ensure we insert ourselves in the process
- vi. AITC committee agrees most desirable model is bottom-up
 1. Chair will report to Executive Committee and engage CIO in discussion regarding this.

2) Course and Level (scheduling); discussion

1. Discipline specific technology needs are critical in terms of identification and deployment
 - a. Need a higher-level of awareness in order to meet specialized needs
2. Lisa will survey and report back room attributes and assignments

F. New Business: none

G. For the Good of the Order: none

H. DoIt Technology Report for AITC: none

I. Announcement: none

J. Adjournment: 4.55 pm