

## Meeting Minutes

### The University of North Carolina at Pembroke Academic Information Technology Committee (AITC)

Monday, March 16, 2020 at 3:30 p.m.  
Chavis University Center 208

#### Members of AITC

Joe West, (Chair) - Ottis Murray, (Secretary)

#### Senators:

- Larry Arnold (ARTS, 2020)                      Katina Blue, AVC of Information Resources/CIO
- Lisa Mitchell (EDUC, 2020)                    Miguel Nino, Dir. Online Learning Resources/CIO
- Roland Stout (NSM, 2021)                    Terry Locklear, Instructional Designer
- Ki Byung Chae (CHS, 2021)                    Dennis Swanson, Dean of Mary Livermore Library
- Jaime Martinez (LETT, 2021)                Debbie Bullard, Accessibility Resource Center
- Mohammad Rahman (SBS, 2020)            Des Woods, SGA Senator

Members Present:      Joe West, Ottis Murray, Katina Blue, Debbie Bullard, Jaime Martinez,  
Larry Arnold, Lisa Mitchell, Miguel Nino, Mohammad Rahman

Members Absent:      Dennis Swanson, Terry Locklear, Roland Stout, Ki Byung Chae

Visitors:                      Ray Buehne, Tabitha O. Locklear, Liz Cummings, Wes Fraizer

A. Roll Call: Meeting was called to order at 3:31 pm.

B. Approval of Minutes: Minutes approved.

C. Adoption of Agenda: Agenda approved.

D. Reports

a. AITC Chair – Joe West

(a) Courseval - Discussion regarding contract renewal

1. Renewal date; necessity of change; no immediate need.

- Use is fairly new at undergraduate level.
- Renewal is in May, but given the coronavirus conditions, it does not make sense

2. Faculty access to results; process questions; workflow concerns

- Faculty Handbook revisions if changed

3. Student participation (e.g., one course; 4% return rate)

i. Strategies; do we incentivize v. academic freedom?

(b) Heat Ticket - Heat ticket closed without explanation as to resolution

1. Process is to verify problem fixed prior to closing ticket

a. DoIt will follow-up on this

(c) Passwords – WebEx Teams/WebEx Meetings

1. Discussion ref. disabling automatic passwords for online recordings in WebEx Teams / WebEx Meetings

- i. HelpDesk tickets showing faculty recording, but student could not view without password; apparently, WebEx update set password requirement as the default
- ii. Issue: Access + control + authentication
- iii. Change default v. More security is better
  - Action Item: Joe will experiment with WebEx Canvas/WebEx Teams and report at next meeting whether or not there's integration

(2) AVC for Information Resources/CIO – Katina Blue (Ray & Liz)

(a) Tech Plan Follow-up

1. Of course, Covid-19 consuming our time, tasks, priorities, etc.
  - 45% of current projects considered “core” projects; remainder administrative, academic mix
  - Prior students can make payment (holds, fees, etc.) through app that is under development
  - Research on backing up user data from workstation
2. IT Tech Survey (Appendix B)
3. IT Governance document; ongoing process
4. Faculty & International travel; security/access, review & planning
5. Classroom refreshes scheduled with department chair/deans (classrooms/needs)

(b) Announcement: Liz Cummings & Ray Buehne: Deputy CIOs

(c) Question: Is additional Tech Plan information needed?

(d) Brief summary of ongoing coordination between DoIT & OOL

(3) Director of Online Learning – Miko Nino

(a) Focused in converting face-to-face courses into online environment

1. Link for resources
2. Limiting scope of tools: a function of availability and ability to provide ongoing support for faculty/students
  - Encouraged to use tools acquired/approved by your school
3. Numerous opportunities/venues for faculty engagement both synchronous and asynchronous in-person/online (e.g., questions, learning, trouble-shooting, demonstrations, one-on-one assistance, workshops, walk-ins)
4. Canvas course for new online students

(4) Dean of Library Services – Dennis Swanson (absent/no report)

1. DoIt (Liz) involved in assisting library
  - Shared mailbox for the reference desk
  - Offer WebEx session to campus (general library account for WebEx teams and WebEx meetings)

E. Unfinished Business

- a. Student Computing Initiative (update) - Lisa

F. New Business: none

G. For the Good of the Order:

H. DoIt Technology Report for AITC: latest link will be provided.

I. Announcement: none

J. Adjournment: 4.46 pm