**Academic Technology Committee**

**Dec 8, 2020**

**Minutes**

Robyn Mallett called the meeting to order at 1pm on 12/08/20

Zoom Meeting ID: 863 4287 0778

**Present**: R. Mallett, I. Colon, A. Aukstuolis, K. Barry, D. Pierre, M. Rezey, D. Vonder Heide, T. Walker, M. Wolfe, B. Youngberg, S. Zurek, D. Dennis, E. Forestieri, J. Gurnak, R. Gutierrez, M. Heller, L. Hood, A. Hoyt, P. Jones, F. Kaefer, J. Mansbach, G. Palmer

Minutes from meeting of 11/02- Dan approved, Amy seconded, 13 approved, 3 abstained

Collaborative note-taking proposal by Giancarlo

• At our last meeting, Arrupe College circulated a proposal to explore using collaborative note taking software- Perusal or Hypothesis. Committee members were asked to read the proposal and investigate interest from their colleagues. Maribeth received feedback from CAS faculty who are in favor of using this type of software. Margaret said the software is free however, integration into the LUC system has a fee attached. Dan indicated that we would not need a full institutional license. The sub-committee voted 13-2 in favor of forming an advisory committee to look at collaborative note taking software. Volunteers are Margaret Heller, Megan Kelly, Maribeth Rezey and an ITS rep will join later. We will share the findings with the ITS Steering Committee.

The small group will do the following:

1. Define goals
2. Review the type of software available for this purpose, research and requirements.
3. Institutional integration, including with Sakai
4. Price point
5. Potential impact on faculty and students (e.g., # of people who will use it)
6. Write a brief report to summarize the information; present at a spring ATC meeting

Research Technologies Workgroup (Tim Walker, Lauree Garvin)

* + This group is a subcommittee of the ATC focused on better alignment the research applications offered by the university. There are nine members, but Lauree requested volunteers to represent all the schools.
* Her group will be surveying faculty about research applications faculty currently purchase with personal, grant, or departmental funds (not universally available)

 The RTW has two recommendations based on Fall 2019 and Fall 2020 input from RTW members (then refer to my attached document for a broader description of the recommendations. (or use the below?)

* They recommend prioritizing the availability of an external instance of RedCap an online survey application with database capabilities. We are able to use it internally, but many people want to be able to distribute surveys externally. The main benefits of Red Cap over Qualtrics are: capable of longitudinal data collection, integration of other databases (e.g., medical records), HIPPA compliant. There are no licensing fees for Red Cap but we do have to support the server and maintain the databases.
* They recommend upgrading our STATA licensing. We have the lowest version of the software (IC) and a very limited license (educational lab license) that restricts faculty use to teaching and learning but not research. The RTW will send the ATC their proposal for STATA and we will forward it to the ITS Executive Steering Committee.

HyFlex Instructional Support (Tim Walker, John Gurnak)

* Tim and John reviewed the academic technology support available for HyFlex instructors in the spring. The group will consider what can we learn from HyFlex instructor experience and take into the future.

The HyFlex system works for traditional classrooms and online learning <https://www.luc.edu/its/itrs/hyflexclassrooms/>. Zoom is the primary platform. There is a second monitor available for instructors to view online students attending class. Online student images are not broadcast to students in the classroom. There are wall-mounted computers, lapel microphones and speakers so everyone there can hear them. Instructors were encouraged to have a one on one so they can explore their assigned classrooms. Instructional designers are available for assistance. There will be (2) 30-minute training sessions 12/16 and 01/12. Interested parties must register. The sessions will include:

10 min techs in classroom for show and tell

10 min zoom tips and best practices

10 min strategies for effective use

There are phones in each classroom, call the field tech for help (\*901).

Standard tips for HyFlex

1. Design asynchronous classroom.

2. Be sure to record zoom sessions and have for students in Sakai site.

3. Define expectations clearly.

4. Establish regular communication schedule.

5. Balance engagement between in class and online learners.

6. Include academic and student support information in syllabus.

Other Updates

Upgrade for Sakai is still set for Dec 21st. Instructors who wish to explore Sakai 20 can visit: <https://lucdev.longsight.com/>

Meeting minutes submitted by Iris ColonNext meeting on 02/01/21 1:00pm