**Academic Technology Committee   
April 15, 2020  
Minutes**

**Present:** A. Aukstolis, K. Barry, J. Chen, S. Crowell, C. Dickman, J. D’Agostino, J. Faught, D. Garbarski, , J. Gurnak, M. Heller, A. Hoyt, H. Ma, J. Mansbach, B. Montes, J. Singer, K. Thomas, T. Walker, D. Vonder Heide, B. Youngberg, F. Yun, S. Zurek

**I. Technology Updates from ITS**

* ITS – Opinio, Qualtrics, Digication – Yun
  + Digication training will be held July 1, 2020.
  + Migration from Opinio to Qualtrics has been completed. Opinio will be turned off on May 2, 2020. Will have until August 31st to download data.
  + Statistical Software for home use for faculty - ITRS offers online statistical advising on Wednesdays and Fridays from 3:00-4:00 p.m. Advisers are graduate students engaged in coursework and research that focuses on quantitative and qualitative research methods. Services include basic, how-to questions and limited interpretive help with analysis results when using Loyola-supported statistical applications or QDAs. No appointment necessary—simply "drop-in" during this time to meet with ITRS staff. For more information, please visit Statistical & Online Survey Advising.
* ITRS – COVID 19-related support (in progress and future) – Walker
  + Bootcamps, half-day intensive sessions continue to be offered during summer.
  + An Academic Continuity webpage for faculty that centralizes all COVID19-related resources provided by OOL, ITRS, CEL, FCIP and University Libraries
  + Respondus Lockdown Browser to help secure Sakai’s testing environment. Now available with training.
  + Zoom released Zoom client. Zoom webinar all meetings can accommodate 300; Also have license for 3000.
  + ITS has [Academic Continuity Resources Webpage.](https://www.luc.edu/its/itrs/itsacademiccontinuityresources/)
  + Instructional Technologies Course (ITC): The ITC is designed to help faculty learn about instructional technologies available at Loyola. This course complements the Online Teaching Course (OTC). A second summer course has been added and will run from June 29 – July 24.
* J. Singer thanked ITS for all their help this spring.
* Jameson – Due to Zoom security issues, looking at Microsaft Teams as well.
* Librarries using Microsoft Teams. Connects with Sharepoint sites for communication. More difficult to learn than Zoom.

**II. Office of Online Learning COVD-19 Resources**

* + An Academic Continuity webpage for faculty that centralizes all COVID19-related resources provided by OOL, ITRS, CEL, FCIP and University Libraries
  + OOL provides one-on-one instructional design assistance to almost 300 faculty since February 2020.
  + OOL providing self-directed modules for faculty including Just In Time
  + Offering daily 30-to-60-minute workshops on more than 13 different topics including “Moving Your Course Online,” “Making Your Zoom Meeting More Secure,” and “Sakai Deep Dive: Tests and Quizzes (~60 workshops offered.)
  + Development of an intensive half-day workshop - , “Creating Quality Online Courses”- many academic unit-specific, that focuss on online course design and delivery best practices with integrated technology tool demonstrations. Led by two OOL and 2 ITRS staff. (15 scheduled; anticipate total ~ 400 faculty attendance)

**III. Informational Sharing by Members**

* S. Zurek – MNSON- Respondus Lockdown Browser for exam security. 2-month free trial.
* T. Walker – Examity already in place; not actively looking into anything else
* A. Hoyt – Quiz feature in Sakai
* M. Heller Libraries- Library Services continuity webpage; please report any library access issues.

**IV. Final Meeting:**Tuesday, May 12, 1-2 pm, Zoom, Betsi Burns, SAS, will present on use of Respondus Monitor for freshmen ALEKS math placement exams.