**Academic Technology Committee**

**March 27, 2019**

**Minutes**

**Present:**  A. Aukstuolis, K. Barry, J. Chen, C. Dickman, J. D’Agostino, E. Edejer, J. Gurnak, R. Gutierrez, A. Hoyt, R. Johnson, F. Kaefer, M. Lonero, H. Ma, J. Mansbach, M. Melstrom, G. Menon, B. Montes, S. Moon, H. O’Connor, M. Rezey, K. Roberts, J. Singer, M. Thibeau, K. Thomas, D. Vonder Heide, T. Walker, A. Walcott, B. Youngberg, F. Yun, S. Zurek

1. **Review of Minutes**Please review minutes from prior months and email any changes. Check attendance carefully. No additions or changes made to the minutes.

**II. Technology Updates from ITS (Montes)**Update on Sakai 12 upgrade (A. Walcott):

* Migration to Sakai 12 is going well. If anyone from ATC would like to have access to the Development Site, that does not already have it, let Ashley know.
* This Friday, March 29th there will be an Open Session about Sakai 12 from 11 -12. The session will take place via zoom. The classroom address is https://luc.zoom.us/my/dropin
* Testing of Sakai 12 continues to go well and staff is finalizing documentation. At this point it appears the documentation will be completed by May 5th to allow for transition to the new site on May 10th.
* ITRS is currently working with individual schools and colleges to set up training.
* Upgrade will take place May 10.
  + Question: Will links to specific questions and documentation change and might mapping be possible to allow for easier navigation to new information? Tim will look into this and stated that mapping might be available.

Technology Updates (F. Yun):

* **Follett Integration**  The integration of Sakai with Follett (the campus bookstore) is proceeding and it is anticipated that it will be ready by Spring 2020. This will allow for faculty and students to order books needed for their courses directly through Sakai.
* **Course Evaluation System**  It was announced that the contract for course evaluation with *Smart Evals* is currently in negotiation with an anticipated launch date of Fall 2019. B. Montes commented on the potential / process for customization which has yet to be determined. A suggestion was made that the evaluation tool should be flexible enough to allow for specialized questions regarding technology in the classroom and faculties use of it to enhance learning.
* **Online Survey Tool:** The contract for this tool with *Qualtrics* is also in negotiation with the hope it will be ready for use in Fall 2019. One of the benefits of the *Qualtrics* product is its unlimited licensing potential.
* **Learning Analytics:** B. Montes and T. Walker described the progress being made with the data warehouse which will allow for faculty to analyze date being collected through Sakai statistics.Walker showed members of the committee how to access information on the ITRS website about this project and how to sign up for Wednesday afternoon consulting sessions with ITRS staff on how to use these data to increase awareness regarding student engagement. Montes described the potential for requests for advanced analytics by deans and others to look at all course outcomes. At this point access to data analytics will be given to the instructor of record only but they may change in the future.
* **New Microsoft Tools**: D. VonderHeide advised members of the Committee that a report will be presented in the near future detailing some of the new Microsoft tools that will be available to Loyola faculty, staff and students.
* **Just in Time Online:** B. Montes announced that he is optimistic that the “Just in Time Online” will be ready for demo next month.

1. **Informational Sharing**

* **Conversion Software:** A question was posedabout whether anyone knew of a good software product to convert handwriting to text. The School of Communication was also interested in determining whether it was possible to use same procedures allowed for final course evaluations for those faculty that include mid-term course evaluations in their classes to allow for anonymity. A discussion ensued with B. Montes indicating that these types of questions would be the type that should be brought before the ATC in order to create an integrated solution to challenges faculty are facing regarding the use of technology. Andrius in OIE recommended contacting him about the possibility of setting up mid-term course evaluations.
* **Hyperlinks in Sakai:** K. Thomas asked if color schemes could be changed in Sakai to make hyperlinks more visible, per accessibility guidelines. It was noted that University Marketing has final decision of color schemes used for all Loyola websites and learning tools to ensure consistency with branding efforts. B. Montes agreed to contact UMC regarding this accessibility question.
* **Using Sakai to Facilitate Faculty Award Process:** M. Thibeau described how FCIP has used a Sakai project site to make the faculty award process more efficient and transparent. The site has worked well to facilitate improved communication.

The next meeting of ATC will be on April 23rd from 1-2. After the April meeting we will decide if a May meeting should be scheduled prior to the summer break.

**IV. Other Business**

* Next Meeting: Wednesday, April 23rd, 2019, 1-2pm, LSC, 1-2pm, Cuneo 410