**Academic Technology Committee**

**Tuesday, January 14, 2020**

**Cuneo 410 and Zoom**

**1-2pm**

**Present:** A. Apa, A. Aukstolis, K. Barry, J. Chen, H. Chester, S. Crowell, C. Dickman, J. D’Agostino, D. Garbarski, , J. Gurnak, R. Gutierrez, M. Heller, A. Hoyt, F. Kaefer, H. Ma, J. Mansbach, B. Montes, M. Rezey, J. Singer, D. Vonder Heide, T. Walker, F. Yun, C. Zelinski,

1. Technology Updates from ITS
   1. Chuck Zelinski [fill in links] gave updates on Desktop Support issues affecting academic technology.
      1. A note going out soon about instructional software requests. This will go out early next month and there will be a six week response time. Information available here: <https://www.luc.edu/its/services/loyolasoftware/instructionaltechnologyrequests/>
      2. Next month the Adobe licensing will be updated on the faculty/staff workstations. This will require users to log in to use the Adobe products on those machines, same as in the labs currently. Users do not have to do this every time they access an Adobe product on their own computers, just once. In shared workstations and classrooms users would log in every time. More information is available at <https://www.luc.edu/its/services/loyolasoftware/adobecreativecloudccupdate/>.
         1. Question: Do users have to log in to open a PDF? The first time they do have to log in on individual machines. In classrooms, they have made the default PDF viewer Edge rather than Acrobat to avoid this.
         2. Question: Why this change? Adobe has changed their licensing requirements, and they now will require this for every institution who uses Adobe products.
      3. Microsoft is ending support for Windows 7, and so ITS will complete a Windows 7 upgrade for all users still using it soon. There is a link for people to upgrade themselves, and more information at <https://www.luc.edu/its/services/desktoplaptopmobiledevices/windows7towindows10upgrade/>.
      4. Question about RAM and performance of faculty machines: faculty can get a quote for additional performance should their job require it.
   2. Heather Chester gave an update on the Multifactor Authentication (MFA) project: MFA requires two forms of login, and is common in online systems to verify identity. ITS is piloting this currently with selected users, and also asking people to opt in to the pilot group. This means that if users are at home or off campus, they will use their selected MFA authentication option (such as a text message or app code) to verify after logging in. You can change your authentication options after you first set it up. ITS will end up putting up MFA in front of many applications, so if your account is compromised it won’t compromise those connections. The website for more information is at <https://www.luc.edu/its/services/mfa/>. More communication will go out, and there will be a notification for everyone after the opt-in period for when they are required to move.
      1. Question: Does this need to be done on campus? No. You won’t notice a difference on campus.
      2. Question: Do you have to use MFA with a client too? Yes, it will require you to log in, and that will remain for 60 days.
      3. Question: Will this be done for Sakai? There is a suite of applications being considered, and Sakai is most likely one of them.
   3. Jeff Apa gave an update on Microsoft Teams:
      1. Microsoft Teams: Skype for Business is being sunsetted in summer of 2021. Teams will be a replacement for that, and now all students, faculty, and staff have access to this product. Users can select Teams in the Office 365 portal. There are clients, web versions, and mobile apps for all platforms. Groups can start a group chat, and everyone has access to the past chat history. You can keep persistent chats across devices. They are getting ready to deploy some additional information to the ITS website and as they get closer to the sunset date. People using Skype for Business Meetings should move to Zoom for those. Meeting capabilities do exist in Teams, but Zoom is more robust. They would also like to encourage people who are using Slack to move to Teams.
   4. Florence Yun gave an update on ITS Steering Committee: Learning Portfolios was ranked 6 out of 20 for overall projects, and the ITS Steering Committee approved going forward with the project. The ITS Steering committee ranked the Course Evaluation replacement 4 out of 20. The SmartEvals link will be available in the spring semester.
2. Technology Initiatives Discussion  
   a. Fred Kaefer led a discussion on the possible utility of a syllabus repository. As way of background he discussed the need for this at the Quinlan School of Business. Every semester the administrative assistant asks for course syllabi and maintains them. These are used mostly for transfer requests to determine what course credit can be applied. Also they needed for accreditation. Faculty currently post their syllabi on Sakai or in paper, but information could be in multiple places. The issues with this are that if faculty update the syllabus the administrative assistant won’t have it. There are multiple potential questions and benefits—is there enough benefit for the cost? One potential approach is to harvest syllabi from Sakai, but that would require some standardization. Members of ATC shared their own perspectives from other schools and departments:
   * 1. School of Social Work: SSW has to submit all its syllabi every 7-8 years for accreditation. It would be useful and exciting to access the syllabi of other classes. If it would not be extra work, it would be worth doing to create a syllabus repository. They currently store all their syllabi in a Sakai page.
   1. CAS has a syllabus project in Sakai, and students can access archived syllabi. There is no information on how up-to-date this is. Departments may or may not participate.
   2. School of Education is rigorous in collecting syllabi.
   3. The advantage for students is that they can see exactly what is offered in each class and this cuts down on advising difficulties. The Computer Science department has their own site that is linked from their webpage.
   4. There are links to the syllabi from the course catalog in some situations, but not in LOCUS.
   5. Some question about intellectual property and concerns around sharing syllabi.
   6. Point that it might make more sense to have each unit do it in their own way to meet their own accreditation needs.
   7. It is useful for students to have access to the syllabi.
   8. Another institution had a part-time person in the Registrar’s Office who maintained a syllabus repository.
   9. We should revisit the discussion in the future.
3. The discussion on Sakai satisfaction was moved to the February meeting.
4. Informational Sharing by Members
   1. ITS Tech Showcase registration now available at <https://www.luc.edu/its/techshowcase/>.

Next Meeting:

* Wednesday, February 12, 1-2pm, Cuneo 410 and Zoom
  + ITS – Tim Walker – Learning Analytics Update