Faculty Senate IT Committee Minutes
Thursday, September 12, 2019/ 3-5PM/ Allyn Hall, 404 Conference Room

Academic Representatives (Voting): Nancy Garner (COLA), Gale Kleven (COSM), Brandon Morris (RSCOB), Cristina Redko (BSOM), Teresa Richter (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), Thomas Wischgoll (CECS, Vice-Chair)

Ex-Officio (Non-Voting): Ty Callahan (Student Government Undergraduate), Larry Fox (CaTS), Todd Frantz (Registrar), Lisa Kenyon (CTL Faculty Director), Terri Klaus (CTL), Sue Polanka (Library), Craig Woolley (CaTS)

Substitutes: Kurt Brugger (BSOM, Sub for Cristina Redko), Amanda Steele Middleton & Shaelyn Taylor (Registrar)

Members preset: Nacy Garner, Gale Kleven, Kurt Brugger, Michael Stankas, Kenny Coon, Amanda Steel-Middleton, Shaelyn Taylor, Sue Polanka, Terri Klaus, Lisa Kenyon, Sheri Stover, Mark Anderson, Craig Woolley

1. **MOTION TO CALL MEETING TO ORDER:** (Sheri Stover)
    a. *Motioned by:* Thomas Wischgoll
    b. *Second by:* Nancy Garner
    c. Quorum validation: 5 faculty member present
        (Need 5 for quorum)
2. **MOTION TO APPROVE PAST MINUTES** (Sheri Stover)
    a. *Past minutes date:* April 25, 2019
    b. *Motioned by:* Theresa Richter
    c. *Second by:* Nancy Garner
    d. *Suggestions for revisions:none*
    e. *Approved:* yes
3. **NEW BUSINESS**
    a. **Charge for the committee**
        Representation from all colleges is importance. Please send a representative if you cannot make it to the meeting.
        Sheri handed out a copy of the official charge. This charge may need to be amended and also include the CTL, registrar, and others. This likely has to go through the Faculty Senate.
    b. **Introductions:**
        Please introduce yourself with name, department, and something fun you did over the summer.
    c. **P&T – All Digital:**
        With the university fiscal issues, printing restrictions, and advances in technology should our committee recommend the faculty senate put together a committee to create an entirely digital process for faculty P&T. If so, do we have any recommendations (i.e., systems, committee members, processes, etc.)?
        i. **Current P&T Process:** We will want to give a summary to the faculty senate of the current P&T process for each college. For example, in CEHS, each person puts together their documentation in hard copy which is stored in

folders and boxes. This requires each person to take their digital documents and print them out. These boxes with the P&T artifacts are also reviewed in hard copy for the department review and then the college review. The required P&T documents are then scanned to make them into digital PDFs and sent to the university for review for those folks moving forward. So, in summary, digital documents are printed out and then re-digitized for review at the university level. This requires huge amounts of printing which is time consuming, costly and eats up each person's printing allocation.

    ii. **Feedback from our colleges:** We will want to go back and gather feedback from our colleges/departments to get their feedback on the proposal of an entirely digital P&T process.

    iii. **Recommendations:** We want to send along any recommendations with our request to the Faculty Senate. It will be up to the WSU Faculty Senate to decide how this moves forward and who would be the appropriate group to take a look at the recommendation.

Charge for committee members: check what process the individual departments within each college is following as there may be differences between departments across campus. Should the process be standardized? Can the university set up a mechanism for this?

  d. **Information Security Working Group:** *:*
Over the summer, there were several working groups that addressed specific issues on campus. One of the working groups took a look at information security at Wright State. The working group was composed of Michael Raymer (Department of Computer Science and Engineering), Sheri Stover (Department of Leadership Studies in Education and Organizations), Craig Woolley (Chief Information Officer), Michael Natale (CaTS), Kenneth Coon (CaTS), Tom Rooney (Biological Science), and Laura Luehrmann (School of Public and International Affairs, Faculty President). Can we get feedback on the recommendations (refer to the report)?

This working group started with focus on desktop security, file sharing, etc. What are the appropriate methods or storing and sharing sensitive files? File locker probably will stay around, the idea is to provide additional resources. See Information Security Working Group Report for details.
Members of the committee are representing all members of their colleges and as such should share some of the documents and results discussed in the Faculty IT Committee meetings and solicit feedback from members.
We may have to compromise at some level to ensure data is secure enough to not fall victim to ransomware or failure to follow FERPA and HIPPA requirements. One example would be forwarding emails to outside companies that may result in non-cimpliance with these requirements.

4. **OLD BUSINESS**
  a. **Static Webpages:** *(Mark Anderson and Craig Woolley)*
Update on static web pages at Wright State.

Old static web pages (aka ~-pages, i.e. ~name) are not managed by the univierstiy in any way, especially with people that are no longer at the university. These pages may show up in search and present outdated information. Marketing is in the process of cleaning those up and get people to migrate to the the current system via the people pages. There are some courses that use these ~-pages for students and marketing contacted people involved to find alternatives.

b. **Attendance Taking:** *(Thomas Wischgoll)*
Should we recommend forming a committee to look at attendance taking systems?
   i. Some students freak out about this, don't recommend the Big Brother Approach. Recommend push-to-tap system.
   ii. Should we require attendance? Lots of benefits (financial aid, enrollment tracking, etc.) Need to have more conversations.
   iii. **MOTION: Form an ad hoc committee to explore attendance-taking systems.**
      1. Joe - Move
      2. Erik - Second
      3. Need cross-section of faculty. Start with the Student Success Center faculty. Have the Senate take care of this.
      4. Thomas Wischgoll will lead this effort.

There is a need for taking attendance for classes. This can be relevant for financial aid as students who receive financial aid are required to attend classes which auditors may want to check on. Other committees may have to be involved in the discussion, some may be even outside of the Faculty Senate. What are other universities using? Options are clicker, swiping-based mechanisms. The swipe-mechanism we used in the past worked okay, but it had issues in terms of reliability.

c. **Alumni Contact Information:** *(Suggested by Sheri Stover)*
Craig was going to check on this. Any updates?

It would be nice if there were some mechanism for us to contact alumni. There is no update yet.

5. **REPORTS (CaTS, CTL, Library, Registrar)**
   a. CaTS (Craig Wooley)
   We are getting close for the Xerox contract to end (ends in June of next year). The model with the successor contract will likely change. The manage print model provides little flexibility and can be more costly. We have 357 devices and pay around $1000 per device for printing. We are paying per copy 2.73 cents per bw copy (without paper), Craig wants to drop it to 0.5 cents. We spent 7.4 cents per color copy. Craig is looking at a company called Comdoc which may be more cost-effective. Departments can choose to buy or lease printers and then pay 0.5 cents per bw page (plus cost of paper). This could save us $75K per year for printing. CaTS is

looking for input from the campus community to see which way to go. CaTS would like to make the transition period as smooth as possible so there may be an overlap in services.

We should check with faculty and department chairs in our colleges to obtain feedback on what their thoughts are based on their needs. Craig will also get in touch with other universities to see how satisfied they are with Comdoc and their print model.

    b. CTL (Lisa Kenyon & Terri Klaus)
There are no updates at this point from Lisa and Terri. Sheri brought up the issue with CTL being understaffed. CTL has approval for two new positions, however these are just temporary.

    c. Library (Sue Polanka)
There are no updates at this point.

    d. Registrar (Deanna McGrath and Shaelyn Taylor)
There are no updates at this point.

    e. SGA Undergraduate (Ty Callahan)
    f. SGA Graduate (TBD)

6. **REPORTS COLLEGES**
    a. COLA (Nancy Garner)
    No updates.
    b. RSCOB (Brandon Morris)
    No updates.
    c. COSM (Gale Kleven)
    No updates.
    d. BSOM (Cristina Redko)
    No updates.
    e. LAKE (Teresa Richter)
    Thanks to CaTS for getting Adobe software for students and connected via the updated contract which saves students a significant amount of money.
    f. CECS (Thomas Wischgoll)
    No updates.
    g. CONH (Ann Stalter)
    No updates.
    h. CEHS (Sheri Stover)
    No updates.

7. **NEXT MEETING**
    a. *Date of next meeting:* October 10, 2019
    b. *Time:* 3-5PM
    c. *Location:* Allyn Hall 404 conference room

8. **MOTION TO ADJOURN MEETING**
    a. *Motioned by:* Nancy Garner
    b. *Second by:* Gale Kleven
    c. *Approved:* yes

Minutes respectfully recorded by Thomas Wischgoll.

2019-2020 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
Thursday, September 12, 2019	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, October 10, 2019	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, November 21, 2019	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, January 23, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, February 20, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, March 19, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, April 16, 2020	3-5 PM	Allyn Hall, 404 Conference Room

Academic Representatives (Voting): Nancy Garner (COLA), Gale Kleven (COSM), Brandon Morris (RSCOB), Cristina Redko (BSOM), Teresa Richter (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), Thomas Wischgoll (CECS, Vice-Chair)

Ex-Officio (Non-Voting): Ty Callahan (Student Government Undergraduate), Kenny Coon (CaTS), Todd Frantz (Registrar), Lisa Kenyon (CTL Faculty Director), Terri Klaus (CTL), Sue Polanka (Library), Michael Stankas (CaTS), Craig Woolley (CaTS)

Substitutes: Kurt Brugger (BSOM, Sub for Cristina Redko), Amanda Steele Middleton & Shaelyn Taylor (Registrar), Hong Lee (for Brandon Morris, RSCOB).

Guests: Nicole Craw

Present: Nancy Garner (COLA), Gale Kleven (COSM), Brandon Morris (RSCOB), Cindy Berelsman (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), Thomas Wischgoll (CECS, Vice-Chair), Michael Stankas, Mike Natale, Kenny Coon, Craig Woolley, Terri Klaus, Lee Duncan, Shaelyn Taylor (Registrar), Nicole Craw (Alumni), Hong Lee, Kurt Brugger (BSOM, Sub for Cristina Redko)

1. **MOTION TO CALL MEETING TO ORDER:** (Sheri Stover)
   a. *Motioned by:* Nancy
   b. *Second by:* Gale
   c. Quorum validation: yes
      (Need 5 for quorum)
2. **MOTION TO APPROVE PAST MINUTES** (Sheri Stover)
   a. *Past minutes date:* September 12, 2019
   b. *Motioned by:* Nancy
   c. *Second by:* Gale
   d. *Suggestions for revisions: none*
   e. *Approved:* yes
3. **NEW BUSINESS**
   a. **Introductions** *(Any new folks):*
      Please introduce yourself (Lee Duncan)
4. **OLD BUSINESS**
   a. **Alumni Contact Information Nicole Craw (Assistant Director Alumni Relations):** *(Suggested by Sheri Stover, Follow up by Craig Wooley)*
      It would be nice if there were some mechanism for us to contact alumni. There is no update yet.
      Action item: Craig Woolley to check to see if there is a way to get an alumni contact system. Craig contacted Greg Scharer (Executive Director of Alumni Relations) to attend to discuss a possible solution. Greg was ill, so Nicole attended on his behalf. Colleges and departments do a lot of marketing themselves for which they may want to contact alumni. The university maintains a list of alumnis that gets updated daly with around 5000 updates per month. The database is stored in banner on the alumni

side. The university purchased a module that connects to linkedin to obtain updated alumni information. Nicole volunteer to work with Sheri Stover to build a Linked in page for the M.Ed. Educational Techology IDDL program to reach out to past graduates.

b. **P&T – All Digital** *(Feedback for Sheri needed from members)*
   With the university fiscal issues, printing restrictions, and advances in technology should our committee recommend the faculty senate put together a committee to create an entirely digital process for faculty P&T. If so, do we have any recommendations (i.e., systems, committee members, processes, etc.)?

   i. **Current P&T Process:** We will want to give a summary to the faculty senate of the current P&T process for each college. For example, in CEHS, each person puts together their documentation in hard copy which is stored in folders and boxes. This requires each person to take their digital documents and print them out. These boxes with the P&T artifacts are also reviewed in hard copy for the department review and then the college review. The required P&T documents are then scanned to make them into digital PDFs and sent to the university for review for those folks moving forward. So, in summary, digital documents are printed out and then re-digitized for review at the university level. This requires huge amounts of printing which is time consuming, costly and eats up each person's printing allocation.

   ii. **Feedback from our colleges:** We will want to go back and gather feedback from our colleges/departments to get their feedback on the proposal of an entirely digital P&T process.

   iii. **Recommendations:** We want to send along any recommendations with our request to the Faculty Senate. It will be up to the WSU Faculty Senate to decide how this moves forward and who would be the appropriate group to take a look at the recommendation.

Action item: Charge for committee members: check what process the individual departments within each college is following as there may be differences between departments across campus. Should the process be standardized? Can the university set up a mechanism for this? Here is a summary of how each college handles the P&T process:

1. **COLA:**
   Liberal Arts puts P&T files in electronic format and then has artwork, films, recordings, books, etc. available for the college P&T committee to examine.

2. **COSM (Gale Klevin):**
   For the P &T report, in CoSM the majority of departments are mostly digital, with all documents either produced in digital form or scanned and converted (outside recommendation letters). Several of those departments then send BOTH digital and paper versions of the P&T packets to the college committee. At the other end of the spectrum was one department that still collects all documents in paper form. The documents are placed in a locked room until the packet is complete, afterwhich it is scanned and forwarded to the college.

One problem seemed evident, and concerns were voiced by some I spoke with, in that many are using email to circulate the documents among the faculty members. Some expressed concern that email is not the best vehicle for passing documents such as recommendation letters, and suggested that we need secure file sharing.

There seem to be differences within the departments where some prefer digital, others still use paper.

3. **RSCOB:**
   Need information
4. **BSOM (Kurt Brugger):**
   Some come in as hard copies and some are submitted digitally. Some go through their department (if they are in a matrix dept.) before they come to BSOM, but it looks like they all go to the provost and they handle it through Pilot with a committee.
5. **LAKE:**
   Mostly digital, and all digital when it is passed onward from our P&T committee member.
6. **CONH:**
   Currently CONH has a process where faculty put their hard copy artifacts in boxes or notebooks for P&T review. There were no objections from the College of Nursing and Health when asked if they would be willing to move to a digital process.
7. **CEHS (Sheri Stover):**
   In CEHS, the P&T process begins with faculty printing everything out and assembling it into large boxes. These boxes are put into a locked room where each department P&T committee goes to review the information. The articles being reviewed by extental reviewers are printed out in hard copy and sent through mail for review. These boxes with hard copy artifacts are used for the CEHS college review. The "required" documents are scanned to make a digital package that is emailed to the university for the P&T review.
8. **CECS:**
   Mostly digital.
9. **General discussion:**
   Some parts will still have to be on paper due to confidentiality issues, such as the letter with the recommendation on whether the promotion is supported. Should we recommend a specific process or should we keep it flexible. OneDrive may be a way to archive the promotion material. There obviously need to be safeguards in place to secure the online material that is sensitive to keep the information from getting out. Should there be a process like qualtrics to make sure the evaluation process lines up with the bylaws (at least for the part that fits into this format). While the initial submission from a candidate for promotion mostly consists of publicly available information, the promotion file does not as it will eventual contain numerous letters with evalutaions. This would make it an official university document that needs to be secured accordingly.Craig brought up the point that if these are university

systems, then the artifacts should be saved on a university system that would be retrievable if necessary.

c. **New Copier System** *(Feedback for Craig needed from members)*
We are getting close for the Xerox contract to end (ends in June of next year). The model with the successor contract will likely change. The manage print model provides little flexibility and can be more costly. We have 357 devices and pay around $1000 per device for printing. We are paying per copy 2.73 cents per bw copy (without paper), Craig wants to drop it to 0.5 cents. We spent 7.4 cents per color copy. Craig is looking at a company called Comdoc which may be more cost-effective. Departments can choose to buy or lease printers and then pay 0.5 cents per bw page (plus cost of paper). This could save us $75K per year for printing. CaTS is looking for input from the campus community to see which way to go. CaTS would like to make the transition period as smooth as possible so there may be an overlap in services.

Action item: We should check with faculty and department chairs in our colleges to obtain feedback on what their thoughts are based on their needs. Craig will also get in touch with other universities to see how satisfied they are with Comdoc and their print model.

CEHS would prefer no change to current system. Lake campus is no happy with the current print services. The amount of copiers appears to be appropriate due to space constraints. However, if one is down it will create problems. It appears there is no backup as specified in the CBA. CONH would like to see a more efficient process for printing and making copies. In CECS, printing was reduced quite a bit as a result of the switch-over since printing is now more cumbersome. COSM used ComDoc before the printer switch where printers were removed the college paid for. Overall, printing cost went up as a result of the switch in COSM. Colleges and departments will lease copiers over 3-5 years or outright buy them. RSCOB has complaints about the copiers where they break down or loose print jobs. The librariy is seeing similar issues with the copiers.

ComDoc follows a completely different process as printers have to be purchased. Kent State seems very happy with ComDoc's services. There will be an excemption process for non-standard printers, such as larger format printers.

d. **CTL Staffing:** *(Craig Woolley and Terri Klaus)*
Any luck in helping the CTL with their staffing needs.
CTL still uses temporary staff members up to now to cover for two staff members that they lost within the distance education team. CTL has approval to hire for one permanent position and is currently looking but finding a good candidate is tough given current salary levels. The university asked CTL to help with an even higher number of distance educaton courses making the staffing issue worse.

e. **Attendance Taking:** *(Thomas Wischgoll)*
Should we recommend forming a committee to look at attendance taking systems?
   i. Some students freak out about this, don't recommend the Big Brother Approach. Recommend push-to-tap system.

ii. Should we require attendance? Lots of benefits (financial aid, enrollment tracking, etc.) Need to have more conversations.

iii. **MOTION: Form an ad hoc committee to explore attendance-taking systems.**

   1. Joe - Move
   2. Erik - Second
   3. Need cross-section of faculty. Start with the Student Success Center faculty. Have the Senate take care of this.
   4. Thomas Wischgoll will lead this effort.

There is a need for taking attendance for classes. This can be relevant for financial aid as students who receive financial aid are required to attend classes which auditors may want to check on. Other committees may have to be involved in the discussion. Some may be even outside of the Faculty Senate. What are other universities using? Options are clicker, swiping-based mechanisms. The swipe-mechanism we used in the past worked okay, but it had issues in terms of reliability.

Action item: Thomas Wischgoll to lead ad hoc committee to investigate adding an attendance taking system for the entire university.

We are in the process of setting up the committee to get representation from every college.

Chuck from CTL as one member?

Tim Littel would like to be on the committee

Kim Everheart form Financial Aid

f. **Adoption of Final Security Report from Summer Working Group:**
We talked about the recommendations from the summer working group for some campus security outlined in the final report. Please review the report one more time, and we will vote to adopt the recommendations.

5. **REPORTS (CaTS, CTL, Library, Registrar)**

   a. CaTS (Craig Wooley)

      i. Mike Natale: How should faculty handle sensitive information? Email is not a secure media show sensitive information should not be sent by email. Other options would be using FileLocker, OneDrive, or use strong encryption schemes for a file to be submitted. There a lot of angles of attack nowadays from stealing sensitive data ro ransomware. Training could help avoid security breaches.

      ii. Kenny Coon: Classroom in Rike Hall will be updated from analog to digital this semester. This includes ShareLink, AppleTV, and new projectors.

   b. CTL (Lisa Kenyon & Terri Klaus)
   CTL is extending the license for Pilot. There is a new annotation feature called "Annotate" in pilot where you can annotate documented by students in the dropbox. CTL will do Halloween event agin this year 12-2pm on October 31. CTL is requesting to let them know by email if people have ideas about workshops.

   c. Library (Sue Polanka)

The library hired Kala Hennis for online content and multimedia support for the library. The elevator replacement project is finishing phase 1 and will be moving to phase 2 after that.

    d. Registrar (Deanna McGrath, Shaelyn Taylor, or Todd Frantz)
Nothing to report
    e. SGA Undergraduate (Ty Callahan)
    f. SGA Graduate (TBD)

6. **REPORTS COLLEGES**
    a. COLA (Nancy Garner)
Nothing to report
    b. Hong Lee (for Brandon Morris, RSCOB)
Nothing to report
    c. COSM (Gale Kleven)
COSM is considering setting up a college-wide IT committee and currently deliberating within the steering committee.
    d. BSOM (Cristina Redko or Kurt Brugger)
Nothing to report
    e. LAKE (Teresa Richter)
Nothing to report
    f. CECS (Thomas Wischgoll)
Nothing to report
    g. CONH (Ann Stalter)
Nursing disbanded their technology committee because faculty do not have enough time left for it despite there being technology issues that could be addressed. The college is trying to implement the use of TaskStream for accreditation purposes, currently for a pilot course.
    h. CEHS (Sheri Stover)
Nothing to report

7. **NEXT MEETING**
    a. *Date of next meeting:* November 21, 2019
    b. *Time:* 3-5PM
    c. *Location:* Allyn Hall 404 conference room

8. **MOTION TO ADJOURN MEETING**
    a. *Motioned by:* Ann
    b. *Second by:* Nancy
    c. *Approved:* 4:55pm

Minutes respectfully recorded by Thomas Wischgoll.

2019-2020 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
~~Thursday, September 12, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, October 10, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
Thursday, November 21, 2019	3-5 PM	Allyn Hall, 404 Conference Room

Thursday, January 23, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, February 20, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, March 19, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, April 16, 2020	3-5 PM	Allyn Hall, 404 Conference Room

Academic Representatives (Voting): Nancy Garner (COLA), Gale Kleven (COSM), Brandon Morris (RSCOB), Cristina Redko (BSOM), Teresa Richter (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), Thomas Wischgoll (CECS, Vice-Chair)

Ex-Officio (Non-Voting): Ty Callahan (Student Government Undergraduate), Kenny Coon (CaTS), Todd Frantz (Registrar), Lisa Kenyon (CTL Faculty Director), Terri Klaus (CTL), Sue Polanka (Library), Michael Stankas (CaTS), Craig Woolley (CaTS)

Substitutes: Kurt Brugger (BSOM, Sub for Cristina Redko), Amanda Steele Middleton & Shaelyn Taylor (Registrar), Hong Lee (for Brandon Morris, RSCOB).

Guests:

Present: Sheri Stover, Thomas Wischgoll, Craig Woolley, Kenny Coon, Sue Polanka, Michael Stanka, Mike Natale, Gale Kleven, Terri Klaus, Lisa Kenyon, Amanda Steele Middleton, Hong Lee

1. **MOTION TO CALL MEETING TO ORDER:** (Sheri Stover)
    a. *Motioned by:* Thomas Wischgoll
    b. *Second by:* Gale Kleve
    c. Quorum validation: no quorum
        (Need 5 for quorum)
2. **MOTION TO APPROVE PAST MINUTES** (Sheri Stover)
    a. *Past minutes date:* October 10, 2019
    b. *Motioned by:* Thomas Wischgoll
    c. *Second by:* Gale Kleven
    d. *Suggestions for revisions: none*
    e. *Approved:* yes
3. **NEW BUSINESS**
    a. **OER Barnes & Noble Yuzu Platform** *(Brought forward by Terri Klaus, CTL)*: Resolution introduced to the Wright State senate for approval to adopt Yuzu as the preferred e-reader for its online educational resources. Should these educational technologies be vented through CTL and/or Faculty Senate IT Committee first? Is there an advantage to having a preferred OER vendor?

        Summer workshop (for student success) for electronic readers/online educational resources, no faculty provided input as it was in the summer?, resolutions: e-reader, online resources. The Yuzu platform may lock us in to a limited number of text books available through that service. It appears that the resolution is off the table for the time being and the resolution is to be spit up and discussed again within the committtees. It would be better to adopt OER in general instead of locking us in with a specific vendor. We should check with the senators to get clarification on what the exact decision was as it may have been to separate recommending Yuzu from OER in gerenal, i.e. to support other OER providers. Was there a previous resolution to accept OER (we should check)?

4. **OLD BUSINESS**
    a. **P&T – All Digital** *(Feedback for Sheri needed from members)*
    With the university fiscal issues, printing restrictions, and advances in technology should our committee recommend the faculty senate put together a committee to create an entirely digital process for faculty P&T. If so, do we have any recommendations (i.e., systems, committee members, processes, etc.)?
        i. **Request of Wright State Senate:** The Faculty Senate IT committee requests that the Faculty Senate investigate a process to allow faculty to have an entire digital submission for their P&T documents. Currently there is no uniformed system on campus. The committee to establish this electronic P&T process should include representatives from CaTS, Adminstrators, P&T chairs, and faculty.
            1. Creation of a secure folder system with the required folders for P&T. Each new tenure track faculty member would be given a P&T folder to use if they opt to turn in their P&T paper work in a digital format.
            2. P&T folder system needs to be able to be easily copied and have a process where the required P&T committee members can be added to the folder and the candidate can be removed and no longer have access.
            3. Process needs to continually allow for removal of old P&T committee members and addition of new P&T committee members.
            4. P&T documents should be set for editable for the candidate. After the P&T documents have been submitted, the folder should be set to "View Only" so that any P&T Committee members cannot inadvertently delete or edit the candidates documents.
            5. Set of instructions needs to be developed for candidates to use when creating their electronic P&T documents.
            6. University needs to provide technical support for candiates if needed and technical glitches in process.

    1. **CURRENT DIGITAL P&T BY COLLEGE:**
    Here is a summary of how each college handles the P&T process:
        - **COLA:**
        Liberal Arts puts P&T files in electronic format and then has artwork, films, recordings, books, etc. available for the college P&T committee to examine.
        - **COSM (Gale Klevin):**
        For the P &T report, in CoSM the majority of departments are mostly digital, with all documents either produced in digital form or scanned and converted (outside recommendation letters). Several of those departments then send BOTH digital and paper versions of the P&T packets to the college committee. At the other end of the spectrum was one department that still collects all documents in paper form. The documents are placed in a locked room until the packet is complete, afterwhich it is scanned and forwarded to the college.

One problem seemed evident, and concerns were voiced by some I spoke with, in that many are using email to circulate the documents among the faculty members. Some expressed concern that email is not the best vehicle for passing documents such as recommendation letters, and suggested that we need secure file sharing.There seem to be differences within the departments where some prefer digital, others still use paper.

- **RSCOB:**
  Information provided after meeting through email:
  RSCOB has inconsistent practices for P&T for digital and hard copy submissions.
    o ISSCM: The candidate compiles the documents in digital form, which the department administrative assistant posts in a passcode-protected directory on the RSCOB K: disk drive. External letters are scanned and stored there as well. The committee members are reminded that the material is confidential. Then the digital package is made available to the College P&T Committee.
    o Finance & Finacial Services:
      The candidate submits to the Chair I'd the Department P&T Committee his/her complete packet both electronically and as a hard copy. The hard copy is kept in the department office or with the Committee Chair and is available for review by the Committee members. The external reviewers are contacted and given the choice of receiving the material in electronic form or as a hard copy. After the external reviewer letters are added to the candidate's packet, the Committee inserts their letter, as does the Department Chair. This completed packet is forwarded to the Dean's office to be available for the College P&T review.
    o Management and International Business:
      The candidate assembles a binder with sections for (1) the promotion packet (per CBA), (2) the scholarly record, (3) teaching record, and (4) service record. All articles and publications are provided in full as part of the scholarly record. Ratings, student comments, and exemplary pedagogical elements are provided for the teaching record. Example materials for service might include letters of commendation, descriptions of university service, or records of editorial service. The packet is submitted to the Department Chair and made available to the department P&T committee. Only the promotion packet is forwarded to the Dean and college-level committee.
    o Marketing:
      We went all-digital for our last 2 P+T candidates. All the paper was just too clumsy and wasteful

- **BSOM (Kurt Brugger):**
  Some come in as hard copies and some are submitted digitally. Some go through their department (if they are in a matrix dept.) before they come to BSOM, but it looks like they all go to the provost and they handle it through Pilot with a committee.
- **LAKE:**
  Mostly digital, and all digital when it is passed onward from our P&T committee member.
- **CONH:**
  Currently CONH has a process where faculty put their hard copy artifacts in boxes or notebooks for P&T review. There were no objections from the College of Nursing and Health when asked if they would be willing to move to a digital process.
- **CEHS:**
  In CEHS, the P&T process begins with faculty printing everything out and assembling it into large boxes. These boxes are put into a locked room where each department P&T committee goes to review the information. The articles being reviewed by extental reviewers are printed out in hard copy and sent through mail for review. These boxes with hard copy artifacts are used for the CEHS college review. The "required" documents are scanned to make a digital package that is emailed to the university for the P&T review.
- **CECS:**
  Mostly digital.

2. **WSU University P&T Committee:**
   Each college takes the "required" P&T documents and puts them in the proper PDF format and emails a package from each candidate to Shannon Norton. Shannon then uploads each candiates packages to a continuing Pilot site and enrolls the proper P&T committte memebers so they can review each person going through the P&T process.

3. **General discussion:**
   Some parts will still have to be on paper due to confidentiality issues, such as the letter with the recommendation on whether the promotion is supported. Should we recommend a specific process or should we keep it flexible. OneDrive may be a way to archive the promotion material. There obviously need to be safeguards in place to secure the online material that is sensitive to keep the information from getting out. Should there be a process like qualtrics to make sure the evaluation process lines up with the bylaws (at least for the part that fits into this format). While the initial submission from a candidate for promotion mostly consists of publicly available information, the promotion file does not as it will eventual contain numerous letters with evalutaions. This would make it an official university document that needs to be secured accordingly.Craig brought up the point that if these are university systems, then the artifacts should be saved on a university system that would be retrievable if necessary.

b. **New Copier System** *(Feedback for Craig needed from members)*

Feedback from Lake Campus

Craig received feedback from Lake Campus. CaTS would like to revisit the printer issue altogether and determine a policy about how to handle "personal" printers.

c. **Attendance Taking:** *(Thomas Wischgoll)*
Update from Thomas about the Attendance Taking Committee.

I called for the first meeting of the committee on Monday, November 25. Add Tim Litel

d. **Adoption of Final Security Report from Summer Working Group:**
We talked about the recommendations from the summer working group for some campus security outlined in the final report. Please review the report one more time, and we will vote to adopt the recommendations.

5. **REPORTS (CaTS, CTL, Library, Registrar)**
   a. CaTS (Craig Wooley)
   Update Windows 7 computers to Windows 10 is in progress, still 800 computers left that need updating. Windows 7 computers may have to be disconnected from the networks at some point as critical security patches are not available.
   Rike classroom upgrades are moving forward. CaTS is still evaluation whether smart podium is needed or whether less expensive options, such as touch-enabled screens, are suitable. More testing is needed with other devices, such as Microsoft's surface or Dell's counterpart.

   b. CTL (Lisa Kenyon & Terri Klaus)
   CTL restructured the advisory board with members from each college to provide specific advice on what is needed and necessary changes. CTL is offering new workshops for online learning. For example, workshops for Panopto can provide specifics about how to use Panpto to record some classes to cover absences, for example, for a hybrid approach. CTL can help with pedagocal improvements. Other workshops cover online courses for asynchronous classes or even with some synchronous components. CTL met with the individual chairs of all departments to better support the departments and their faculty and provide advice for putting classes and programs online. Attendance for those workshops is increasing. CTL is adjusting the topics of these workshops to cover current trends.

   c. Library (Sue Polanka)
   There is a new online learning librarian with a background in instructional design available at the library. Two new elevators are now installed and two will be under repair through the end of December. The library is looking into ways to deal with streaming services as the fees for those services tend to be pricey and the services are popular. The library is doing a faculty satisfaction survey right now. In addition to streaming services, another question they seek answers to is how faculty are getting library materials into pilot.

   d. Registrar (Amanda Steele Middleton)
   The registrar's office os looking into improvements for services, such as petition process. Different online services should be aligned and the registrar's office on

working on it. Instructional videos could help with some of these services as well. Issues with synchronization between different online services, such as curiculog and aculog, that are worked on.

    e. SGA Undergraduate (Ty Callahan)

    f. SGA Graduate (TBD)

6. **REPORTS COLLEGES**

    a. COLA (Nancy Garner)
    Not present

    b. Hong Lee (for Brandon Morris, RSCOB)
    none

    c. COSM (Gale Kleven)
    Tentative idea of forming an IT committee within the college

    d. BSOM (Cristina Redko or Kurt Brugger)

    e. LAKE (Teresa Richter)
    Not present

    f. CECS (Thomas Wischgoll)
    none

    g. CONH (Ann Stalter)
    Not present

    h. CEHS (Sheri Stover)

7. **NEXT MEETING**

    a. *Date of next meeting:* January 23, 2020

    b. *Time:* 3-5PM

    c. *Location:* Allyn Hall 404 conference room

8. **MOTION TO ADJOURN MEETING**

    a. *Motioned by:* Gale Kleven

    b. *Second by:* Hong Lee

    c. *Approved:* yes

Minutes respectfully recorded by Thomas Wischgoll.

2019-2020 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
~~Thursday, September 12, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, October 10, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, November 21, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
Thursday, January 23, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, February 20, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, March 19, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, April 16, 2020	3-5 PM	Allyn Hall, 404 Conference Room

Faculty Senate IT Committee Agenda V1
Thursday, January 23, 2020/ 3-5PM/ Allyn Hall, 404 Conference Room

Academic Representatives (Voting): ~~Nancy Garner (COLA)~~, Gale Kleven (COSM), ~~Brandon Morris (RSCOB)~~, Cristina Redko (BSOM), Teresa Richter (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), Thomas Wischgoll (CECS, Vice-Chair)

Ex-Officio (Non-Voting): ~~Ty Callahan (Student Government Undergraduate), Kenny Coon (CaTS), Todd Frantz (Registrar)~~, Lisa Kenyon (CTL Faculty Director), ~~Terri Klaus (CTL)~~, Sue Polanka (Library), ~~Michael Stankas (CaTS)~~, Craig Woolley (CaTS)

Substitutes: ~~Kurt Brugger (BSOM, Sub for Cristina Redko), Amanda Steele Middleton & Shaelyn Taylor (Registrar), Hong Lee (for Brandon Morris, RSCOB)~~.

Guests: Seth Gordon, Director Student Retention

Present: Sheri Stover, Craig Woolley, Cristina Redko, Lisa Kenyon, Gale Kleven, Thomas Wischgoll, Theresa Richter, Ann Stalter, Sue Polanka

1. **MOTION TO CALL MEETING TO ORDER:** (Sheri Stover)
    a. *Motioned by:* Thomas Wischgoll
    b. *Second by:* Gale Kleven
    c. Quorum validation: 6 present
       (Need 5 for quorum)
2. **MOTION TO APPROVE PAST MINUTES** (Sheri Stover)
    a. *Past minutes date:* October 10, 2019, & November 11, 2019 (we could not approve these minutes from previous meetings as we did not have a quorum).
    b. *Motioned by:* Thomas Wischgoll
    c. *Second by:* Gale Kleven
    d. *Suggestions for revisions: no*
    e. *Approved:* yes
3. **NEW BUSINESS**
    a. **Raider Academic Progress System (RAPS) Seth Gordon Director of Student Retention** (*Brought forward by Sheri Stover*)**:**
    In an effort to improve student retention at Wright State, a new enterprise-level technology that links administrators, advisors, deans, faculty, other staff and students in a coordinated care network designed to proactively manage student success. Using predictive analytics, RAPS provides early outreach opportunities to assist students and isolate systemic barriers to degree completion. Access to real-time student engagement data allows faculty and staff to easily refer students to valuable university resources for support. RAPS provides tools for early outreach including: Early Alerts, Case management tools, Academic/Career Planning resources, Success Markers. RAPS is built on [EAB](#) technology. Currently faculty need to manually add information about students progress into the RAPS system (currently just attendance). Is it necessary to integrate a retention system into the university LMS to get faculty participation?
       1. RAPS system requires faculty to enter information into a separate system, thereby duplicating what faculty already enter into the learning management

system. This feels like an unnecessary effort since it could be retrieved from pilot (or the data is used directly from there). One way of taking attendance within pilot is to have assignments/quizzes for every session (these could be really minimalistic). The ad-hoc attendance tracking committee should look into this as well. It takes a lot of effort to regularly taking attendance. A more automatic mechanism that gather this information and add it to the learning management system would be very helpful. RAPS is an expensive proprietary system where the algorithms/mechanism are not disclosed (so we do not really know how and on what basis students get flagged) and we may not be able to get data out of it if we chose to go with a different system.

2. Pilot proliferation: Faculty seem to be using pilot more and more.
3. Seth Gordon, directory learning center student retention team. Team contacts faculty to report on students that are missing assignments etc. so they can contact them to follow up and find out if there are any issues. One of the ideas is to eliminate issues before students are put on probation. The retention team looks at various different data beyond student grades to obtain a more holistic picture. The more complete the picture is the better the retention team can advise students. Obtaining data through pilot could be a good obtain for retrieving success data for the students. Obviously, faculty need to approve access to the retention team in some way. The university voiced interest in setting up a faculty committee to address these issues.
4. The system is supposed to find ways of identifying troubled students based on predictive analytics algorithms. We are not necessarily collecting all information for this though. For example, students logging into the LMS during the first week can be a good indicator for student success. However, we do not capture this data which should be possible to capture on a per class basis.

b. **Curriculog System** *(Brought forward by Sheri Stover)***:**
Amanda Steele Middleton and Todd Frantz from the Registrars office are leaving Wright State. Is there a plan to support faculty as they input information into the Curriculog system?
> The registrar is going to be placed under the CIO. Temporary replacements have been hired to fill in positions for the time being until permanent replacements are found. The Curriculog system has its quirks. So it was very helpful for faculty to be able to call in when Amanda and Todd were still there and get direct support. People at the registrar office are being trained to fill in the gap. The lake campus has a knowledgeable staff member (Christine Junker) who may be able to help in the interim.

4. **OLD BUSINESS**
   a. **OER Barnes & Noble Yuzu Platform** *(Brought forward by Terri Klaus, CTL)***:**
   Resolution introduced to the Wright State senate for approval to adopt Yuzu as the preferred e-reader for its online educational resources. Should these educational technologies be vented through CTL and/or Faculty Senate IT Committee first? Is there an advantage to having a preferred OER vendor?
   1. Sheri followed up with Laura. It is unclear whether there is a clear benefit for recommending an OER or e-reader.

b. **P&T – All Digital** *(Feedback for Sheri needed from members)*
   PROPOSAL: Request the Faculty Senate put together an ad-hoc committee to investigate the possibility of Wright State developing an entirely digital P&T process for the university. The ad-hoc committee needs to identify technical requirements, procedures, support, documentation, policies, and other necessities. The Faculty Senate IT committee feels that the university has existing low-cost solutions such as network folders that would be used for this process. The committee to establish this electronic P&T process should include representatives from CaTS, Administrators, P&T chairs, and faculty. Discussion of the digital P&T technology included the following suggestions:
   1. Creation of a secure folder system with the required folders for P&T. Each new tenure track faculty member would be given a P&T folder to use if they opt to turn in their P&T paperwork in a digital format.
   2. P&T folder system needs to be able to be easily copied and have a process where the required P&T committee members can be added to the folder, and the candidate can be removed and no longer have access.
   3. The process needs to continually allow for the removal of old P&T committee members and the addition of new P&T committee members.
   4. P&T documents should be set for editable for the candidate. After the P&T documents have been submitted, the folder should be set to "View Only" so that any P&T Committee members cannot inadvertently delete or edit the candidate's documents.
   5. Set of instructions needs to be developed for candidates to use when creating their electronic P&T documents.
   6. University needs to provide documentation and technical support for candidates if needed and technical glitches in the process.
   7. Systems such as our Pilot LMS do not seem viable as they are not folder-based and not easily copied from step to step through the P&T process. Technologies such as the network folders, Dropbox, Google Drive, or Microsoft OneDrive seem more viable.

   The College of Education changed their P&T process to being completely digital. Should there be a recommendation for the entire university to go digital? Would this be an issue that needs to be discussed with the union representation as well? For the time being one recommendation could be to allow both and let the candidate decide which way to go which would be our recommendation for the Faculty Senate.

c. **New Copier System** *(Feedback for Craig needed from members)*
   CaTS formed printer advisory committee consisting of faculty, CaTS, and staff to determine needs and solicit feedback in terms of timeline. CaTS will send around emails about specific plans.

d. **Attendance Taking:** *(Thomas Wischgoll)*
   Update from Thomas about the Attendance Taking Committee: We met once in December and talked about options and features that people would like to see. No decision has been made yet. We will meet again next Monday.

e. **Adoption of Final Security Report from Summer Working Group:**
   We talked about the recommendations from the summer working group for some

campus security outlined in the final report. Please review the report one more time, and we will vote to adopt the recommendations.
Voted: unanimous approval.

f. **Amazon Web Services:**
Has CaTS figured out how students in the Lake Campus and IDDL programs can post their HTML documents to AWS at a minimal cost or no cost? Jerry Hensley to work on.

1. Account is set up with space, copied over the data. Jerry was not able yet to publish the data.

5. **REPORTS (CaTS, CTL, Library, Registrar)**
   a. CaTS (Craig Wooley)
   Classroom upgrades are complete. IT setup in the Student Union is completely redone with digital connections and upgraded projectors. Updates to Windows 10 is progressing well.
   b. CTL (Lisa Kenyon & Terri Klaus)
   Working on revising and making new workshops. CTL will have an asynchronous online 7-week training about online teaching and learning. A committee will be formed for online learning expansion for determining a strategic approach to online learning, marketing, and need for tech support.
   c. Library (Sue Polanka)
   14% participation rate for faculty feedback. Mostly positive feedback, negative feedback was mostly around the need for more resources.
   d. Registrar (Deanna McGrath, Shaelyn Taylor, or Todd Frantz)
   Craig Woolley will be representing the Registrar, nothing to report yet.
   e. SGA Undergraduate (Ty Callahan)
   f. SGA Graduate (TBD)

6. **REPORTS COLLEGES**
   a. COLA (Nancy Garner)
   b. Hong Lee (for Brandon Morris, RSCOB)
   c. COSM (Gale Kleven)
   Progress with Science and Math IT committee is slowly advancing.
   d. BSOM (Cristina Redko or Kurt Brugger)
   e. LAKE (Teresa Richter)
   Looking forward to getting new printers.
   f. CECS (Thomas Wischgoll)
   Logout mechanism in online services, such as pilot, does not necessarily log you out as you can get right back without having to reenter credentials. CaTS will look into this further.
   g. CONH (Ann Stalter)
   h. CEHS (Sheri Stover)

7. **NEXT MEETING**
   a. *Date of next meeting:* February 20, 2020
   b. *Time:* 3-5PM
   c. *Location:* Allyn Hall 404 conference room

8. **MOTION TO ADJOURN MEETING**
   a. *Motioned by:* Thomas Wischgoll
   b. *Second by:* Gale Kleven
   c. *Approved:* Yes, 5:04pm

Minutes respectfully recorded by Thomas Wischgoll.

2019-2020 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
~~Thursday, September 12, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, October 10, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, November 21, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, January 23, 2020~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
Thursday, February 20, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, March 19, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, April 16, 2020	3-5 PM	Allyn Hall, 404 Conference Room

CURRENT DIGITAL P&T BY COLLEGE:

Here is a summary of how each college handles the P&T process:

- **COLA:**
  Liberal Arts puts P&T files in electronic format and then has artwork, films, recordings, books, etc. available for the college P&T committee to examine.

- **COSM (Gale Klevin):**
  For the P &T report, in CoSM, the majority of departments are mostly digital, with all documents either produced in digital form or scanned and converted (outside recommendation letters). Several of those departments then send BOTH digital and paper versions of the P&T packets to the college committee. At the other end of the spectrum was one department that still collects all documents in paper form. The documents are placed in a locked room until the packet is complete, after which it is scanned and forwarded to the college.

  One problem seemed evident, and concerns were voiced by some I spoke with, in that many are using email to circulate the documents among the faculty members. Some expressed concern that email is not the best vehicle for passing documents such as recommendation letters, and suggested that we need secure file sharing. There seem to be differences within the departments where some prefer digital; others still use paper.

- **RSCOB:**
  Information provided after meeting through email:
  RSCOB has inconsistent practices for P&T for digital and hard copy submissions.
  - ISSCM: The candidate compiles the documents in digital form, which the department administrative assistant posts in a passcode-protected directory on the RSCOB K: disk drive. External letters are scanned and stored there as well. The committee members are reminded that the material is confidential. Then the digital package is made available to the College P&T Committee.
  - Finance & Finacial Services:
    The candidate submits to the Chair, Department, P&T Committee his/her complete packet both electronically and as a hard copy. The hard copy is kept in the department office or with the Committee Chair and is available for review by the Committee members. The external reviewers are contacted and given the choice of receiving the material in electronic form or as a hard copy. After the external reviewer letters are added to the candidate's packet, the Committee inserts their letter, as does the Department Chair. This completed packet is forwarded to the Dean's office to be available for the College P&T review.
  - Management and International Business:
    The candidate assembles a binder with sections for (1) the promotion packet (per CBA), (2) the scholarly record, (3) teaching record, and (4) service record. All articles and publications are provided in full as part of the scholarly record. Ratings, student comments, and exemplary pedagogical elements are provided for the teaching record. Example materials for service might include letters of commendation, descriptions of university service, or records of editorial service. The packet is submitted to the Department Chair and made available to the department P&T

committee. Only the promotion packet is forwarded to the Dean and college-level committee.

- o Marketing:
  We went all-digital for our last 2 P+T candidates. All the paper was just too clumsy and wasteful

- **BSOM (Kurt Brugger):**
  Some come in as hard copies, and some are submitted digitally. Some go through their department (if they are in a matrix dept.) before they come to BSOM, but it looks like they all go to the provost, and they handle it through Pilot with a committee.

- **LAKE:**
  Mostly digital, and all digital when it is passed onward from our P&T committee member.

- **CONH:**
  Currently, CONH has a process where faculty put their hard copy artifacts in boxes or notebooks for P&T review. There were no objections from the College of Nursing and Health when asked if they would be willing to move to a digital process.

- **CEHS (Sheri Stover):**
  In CEHS, the P&T process begins with faculty printing everything out and assembling it into large boxes. These boxes are put into a locked room where each department P&T committee goes to review the information. The articles being reviewed by external reviewers are printed out in hard copy and sent through the mail for review. These boxes with hard copy artifacts are used for the CEHS college review. The "required" documents are scanned to make a digital package that is emailed to the university for the P&T review. Starting next year, the college P&T committee is suggesting candidates turn in their P&T information in a digital format.

- **CECS:**
  Mostly digital.

Faculty Senate IT Committee Agenda V1
Thursday, February 20, 2020/ 3-5PM/ Allyn Hall, 404 Conference Room

Academic Representatives (Voting): Nancy Garner (COLA), Gale Kleven (COSM), Brandon Morris (RSCOB), Cristina Redko (BSOM), Teresa Richter (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), Thomas Wischgoll (CECS, Vice-Chair)

Ex-Officio (Non-Voting): Ty Callahan (Student Government Undergraduate), Kenny Coon (CaTS), Todd Frantz (Registrar), Lisa Kenyon (CTL Faculty Director), Terri Klaus (CTL), Sue Polanka (Library), Michael Stankas (CaTS), Craig Woolley (CaTS)

Substitutes: Shaelyn Taylor (Registrar), Hong Lee (for Brandon Morris, RSCOB).

Present: Nancy Garner, Craig Woolley, Lisa Kenyon, Terri Klaus, Sheri Stover, Thomas Wischgoll, Brendon Morris, Teresa Richter, Sue Polanka, Kenny Coon, Cristina Redko, Ann Stalter

1. **MOTION TO CALL MEETING TO ORDER:** (Sheri Stover)
   a. *Motioned by:* Brandon Morris
   b. *Second by:* Teresa Richter
   c. Quorum validation: yes
      (Need 5 for quorum)
2. **MOTION TO APPROVE PAST MINUTES** (Sheri Stover)
   a. *Past minutes date:* January 23, 2020
   b. *Motioned by:* Nancy Garner
   c. *Second by:* Brendon Morris
   d. *Suggestions for revisions:* none
   e. *Approved:*
3. **NEW BUSINESS**
   a. **TBD** *(TBD):*
      tbd
4. **OLD BUSINESS**
   a. **OER Barnes & Noble Yuzu Platform** *(Brought forward by Terri Klaus, CTL)***:**
      "Sheri - based on the discussions at Faculty Senate, I don't believe we'll be able to pass a resolution that specifically endorses the Yuzu platform or any other specific product, which is consistent with the thoughts from CTL that you reported below. The rest of our OER resolution was largely an affirmation of campus support for inclusive access and increased use of OER's. Seeing as the Senate already passed a resolution in support of that direction (back in 2017, I believe), the USSC has decided not to pursue any further action on the matter at this time." – Nathan Klingbeil

      It appears that this is no longer pursued.

   b. **P&T – All Digital** *(Feedback for Sheri needed from members)*
      Met with Laura Luehrmann and she will discuss with university senate executive committee

c. **New Copier System** *(Feedback for Craig needed from members)*
Feedback from Lake Campus

CaTS will reach out to colleges on both campuses within the next few weeks to start the process to determine what the printer needs are and where printers need to go. CaTS will provide multiple ways of access, e.g. swipe card or other login mechanisms. The meetings with departments will start in March. CaTS will do a full analysis of what the printing demands is (in collaboration with the departments/colleges). There will be support for printing from personal devices as well via an email-to-print service.

d. **Attendance Taking:** *(Thomas Wischgoll)*
Update from Thomas about the Attendance Taking Committee.

We meet and identified the requirements that we would like to see in an attendance:
- Ideally an automatic solutions to avoid errorneous data
- There may be privacy issues related to using cell phone-based tracking
- We need a comprehensive system, not every faculty are using pilot. So it may need something outside of pilot but with pilot integration

In order to cover all classes with attendance tracking (which is needed for financial aid purposes), faculty involvement is required which might need a policy change. Could the sub-committee prepare a brief report once we have a better understanding of what the technological solutions could be to present to the Faculty Senate so they can make a decision as to whether to move forward.

e. **Amazon Web Services:**
Update on the progress of figuring out how to publish HTML documents to the AWS service for student projects.

The old web servers were disabled and AWS could be a good replacement. Jerry Hensly got an HTML5 document working based on the AWS service. Students need to use their own credit card to register for an account but are not charged for the first year. There may be a need for CaTS support in the future for this to work. Engineering already established a relationship with AWS educate which should be expanded to the entire campus if possible.

5. **REPORTS (CaTS, CTL, Library, Registrar)**
   a. CaTS (Craig Wooley)
      See above for update on compiers. Wright1 card will be moved underneath CaTS.
   b. CTL (Lisa Kenyon & Terri Klaus)
      Students pictures in pilot would be helpful to faculty. CTL will look into this again to see what the current status exactly is.
      CTL started hosting faculty-led workshops. One is tools and tips for online courses on March 11 at 12pm, the second one is a faculty panel about teaching online March 25

at 1pm. All workshops are listed on CTL's web site. The advertisement for and work that goes into these workshops is very much appreciated. In addition, seven week learning community is on April 9, which is online, for people who want to learn about ways to teach an online course for the first time.

Online expansion committee met a couple of times. The committee is working on what we need to put together in terms of infrastructure for successful online learning.

c. Library (Sue Polanka)
An online learning libraririan was hired.

d. Registrar (Deanna McGrath, Shaelyn Taylor)
Not represented

e. SGA Undergraduate (Ty Callahan)
Not represented

f. SGA Graduate (TBD)
Not represented

6. **REPORTS COLLEGES**
a. COLA (Nancy Garner)
The college is working on videos with alumni showcasing the alumni's success.

b. RSCOB (Brandon Morris)
RSCOB established an online learning committee to develop policies for teaching online classes within that college. These policies goal is to ensure quality of teaching for online classes. Teaching quality should be controlled by faculty alone through mechanisms, such as peer-review.

c. COSM (Gale Kleven)
Not represented

d. BSOM (Cristina Redko)
Nothing to report

e. LAKE (Teresa Richter)
Lake campus career internship and networking expo is coming up.
Lake campus is experiencing issues with Pearson's web site. Is anybody else experiencing this? There alternatives within pilot that could possibly be used instead. Please contact CTL for support.

f. CECS (Thomas Wischgoll)
Nothing to report

g. CONH (Ann Stalter)
Merging into the health college is progressing.

h. CEHS (Sheri Stover)
BYOD room is making progress. This room allows people to just plug in their own device directly to project onto a screen for example.

7. **NEXT MEETING**
    a. *Date of next meeting:* March 19, 2020
    b. *Time:* 3-5PM
    c. *Location:* Allyn Hall 404 conference room
8. **MOTION TO ADJOURN MEETING**
    a. *Motioned by:* Ann Stalter
    b. *Second by:* Brandon Morris
    c. *Approved:* yes

Minutes respectfully recorded by Thomas Wischgoll.

2019-2020 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
~~Thursday, September 12, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, October 10, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, November 21, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, January 23, 2020~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, February 20, 2020~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
Thursday, March 19, 2020	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, April 16, 2020	3-5 PM	Allyn Hall, 404 Conference Room

Faculty Senate IT Committee Minutes
Thursday, March 19, 2020/ 3-5PM/ Virtual Meeting

https://us.bbcollab.com/guest/4183d2bd1e284c5ead10177da1425b8b

Academic Representatives (Voting): Nancy Garner (COLA), Gale Kleven (COSM), Brandon Morris (RSCOB), Cristina Redko (BSOM), Teresa Richter (LAKE), Ann Stalter (CONH), Sheri Stover (CEHS, Chair), Thomas Wischgoll (CECS, Vice-Chair)

Ex-Officio (Non-Voting): Ty Callahan (Student Government Undergraduate), Kenny Coon (CaTS), Todd Frantz (Registrar), Lisa Kenyon (CTL Faculty Director), Terri Klaus (CTL), Sue Polanka (Library), Michael Stankas (CaTS), Craig Woolley (CaTS)

Substitutes: Shaelyn Taylor (Registrar), Hong Lee (for Brandon Morris, RSCOB).

Present: Sheri Stover, Thomas Wischgoll, Cristina Redko, Gale Kleven, Nancy Garner, Sue Polanka, Michael Stankas, Lisa Kenyon, Terri Klaus, Ann Stalter, Teresa Richter

1. **MOTION TO CALL MEETING TO ORDER:** (Sheri Stover)
   a. *Motioned by:* Nancy Garner
   b. *Second by:* Thomas Wischgoll
   c. Quorum validation: yes
      (Need 5 for quorum)
2. **MOTION TO APPROVE PAST MINUTES** (Sheri Stover)
   a. *Past minutes date:* February 20, 2020
   b. *Motioned by:* Gale Kleven
   c. *Second by:* Cristina Redko
   d. *Suggestions for revisions: none*
   e. *Approved:* yes
3. **NEW BUSINESS**
   a. **Update on faculty putting classes online:**
      Discussion of the progress of faculty in putting their classes online. Can CTL give a report? Also, a report by each faculty member for the colleges they represent. What is working and what is not working and what support do faculty need?

Hundreds of faculty were helped on the last few days who contacted CTL by phone or email (voice mails are transcribed to emails). CTL created a slack channel for additional communication so that CTL can help faculty and maybe faculty help each other.
COVID-19 academic committee: The committee met a few times. CTL is working on list of faculty to reach out to for each college in case of problems occur after hours. Options for faculty could be to add a volunteer faculty to a class in, for example, pilot, to step in in case they get sick. Faculty coming to their offices to pickup things or work from there are discussed within the committee as well.
College reports:
Nursing is doing well so far despite the stressful situation. Faculty have to figure out what types of simulations are acceptable for the education of the students based on current law etc.
Improved testing/monitoring abilities would be helpful beyond lock-down browser. Options

currently available are Respondus Monitor (we have an unlimited number of licenses currently). This software uses the microphone and webcam to capture the student while the student is taking an exam/test. Cellphones or Chromebooks cannot be used with this software. Details can be found using these links: https://www.wright.edu/center-for-teaching-and-learning/technology/quiz-authoring-and-management-respondus , https://www.wright.edu/center-for-teaching-and-learning/technology/respondus-lockdown-browser-and-monitor . Proctorial may be used with test licenses. Faculty tend to use email over discussion boards where emails may be overwhelming. Webcams are in short supply right now which makes online communication difficult for students (and faculty). Incompletes are in discussion for parts that cannot be covered at all under the current circumstances (such as clinical rotations or internships). This would delay graduation and there are fixed limits as to when missed work has to be made up. Lab courses in general can have the same problem. Seeking support form professional organizations to approve online experiences as a substitute. Textbook companies are working on solutions. However, there is no budget currently for additional costs to be covered.

BSOM: People so far enjoy teaching online and faculty support each other.

COSM: Other than respondus problems people are coming together. The college already started adding substitute faculty to each course in case of sickness.

COLA: People are doing okay so far. Access to the library is an issue. Some sources are available but books need to be available. COLA is looking into workarounds. Internships are still a problem as it cannot be covered through online means. The library is already trying all they can to support activities.

Lake campus: So far things are going well even for people that have never taught online before.

CECS: We have problems with purchasing as well. CECS uses Microsoft Surfaces and Surface Studios to enable on-screen writing and annotation. But we have trouble finding those right now and purchasing additional devices. CTL asked CaTS to purchase additional Ipads but the surfaces may be the better technology.

Pantopo vs. Powerpoint: panopto seems easier as it captures the entire desktop. So if you use other programs, such as playing a video it all gets captured. Panotpo also provides means to edit the video. CTL created a new video and description to provide assistance in terms of using panopto.

The use of Collaborate Ultra instead of other solutions, such as Panotpo, causes problems for ODS as they have to provide closed captions. This process is much easier in Panopto. For Collaborate Ultra, there is a significant cost involved.

4. **OLD BUSINESS**
   a. **New Copier System** *(Feedback for Craig needed from members)*
      Does Craig need any more feedback or have updates for us?

      CaTS still has some inventory for checking out laptops. Some CaTS members are still on campus but most staff members are working remotely. But CaTS will try to provide some way to borrow equipment even if campus were to close completely.

The helpdesk is still staffed, albeit working remotely. So far things are going okay; there was an issue with VPN but seems to be resolved by bumping up the number of connections.

b. Attendance Taking: *(Thomas Wischgoll)*
Update from Thomas about the Attendance Taking Committee.

We are currently on hold waiting for CaTS response but given the current circumstances there are other things that have higher priority.

c. Amazon Web Services:
Update on the progress of figuring out how to publish HTML documents to the AWS service for student projects.

Currently on hold.

5. REPORTS (CaTS, CTL, Library, Registrar)
   a. CaTS (Craig Wooley)

see above

   b. CTL (Lisa Kenyon & Terri Klaus)

Cohort online was moved a week, will maybe pushed back to summer.
Pantopto and Colaborate Ultra seem to be doing pretty good given the additional load due to all the school closures. Students seem to be struggling with all the different solutions people use due to the short-term transition to online teaching. The slack channel provides additional information and resources. This include technological support as well as pedagogical.

Basics for online teaching should be covered, striving for perfection may not be achievable for this semester but instead a focus of later. Keeping it simple and focus on the course objectives is appropriate for this semester.

   c. Library (Sue Polanka)

All public libraries in Montcomery and Greene counties closed on Friday. On the following Monday, the library was filled with groups studying. Due to the unsafe situation of people not adhering with social distancing, the library had to close.

   d. Registrar (Deanna McGrath, Shaelyn Taylor)
   e. SGA Undergraduate (Ty Callahan)
   f. SGA Graduate (TBD)
6. REPORTS COLLEGES
   a. COLA (Nancy Garner)

none
   b. RSCOB (Brandon Morris)

not representation
   c. COSM (Gale Kleven)

      d. BSOM (Cristina Redko)

      e. LAKE (Teresa Richter)

      f. CECS (Thomas Wischgoll)

      g. CONH (Ann Stalter)

      h. CEHS (Sheri Stover)

7. **NEXT MEETING**
   a. *Date of next meeting:* April 16, 2020
   b. *Time:* 3-5 PM
   c. *Location:* Virtual meeting
      (https://us.bbcollab.com/guest/4183d2bd1e284c5ead10177da1425b8b)
8. **MOTION TO ADJOURN MEETING**
   a. *Motioned by:* Ann Stalter
   b. *Second by:* Nancy Garner
   c. *Approved:* yes

Minutes respectfully recorded by Thomas Wischgoll.

2019-2020 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
~~Thursday, September 12, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, October 10, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, November 21, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, January 23, 2020~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, February 20, 2020~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, March 19, 2020~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
Thursday, April 16, 2020	3-5 PM	Allyn Hall, 404 Conference Room