IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

January 18, 2019
11:00a.m.-12:30p.m.
Computing Services Center, Conference Room 04

Attendance:

<table>
<thead>
<tr>
<th>TTLTC Members</th>
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<th>Ex-Officio Members</th>
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<tr>
<td>Dr. Christian Brannstrom</td>
<td>Dr. Tim Jacobs</td>
<td>Dr. Karen Butler-Perry</td>
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<td>X Dr. Craig Coates</td>
<td>X Dr. Catharina Laporte (Chair)</td>
<td>Regina Greenwood (Ex-Officio)</td>
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<td>X Dr. Trina Davis</td>
<td>Ethan Albert Martinez</td>
<td>Dr. Ann Kenimer</td>
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<td>X Dr. Kim Dooley</td>
<td>Dylan Murray</td>
<td>X Dr. Jim Snell (Ex-Officio)</td>
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<td>X Tracy Hammond</td>
<td>X Dr. Heather Wilkinson</td>
<td>X Jalal Moussoui</td>
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<td>X Dr. Beverly Irby</td>
<td>X Kris Wuensche</td>
<td>X Dr. Juan Garza</td>
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<th>ITG Program Support</th>
<th>TTLTC Guests</th>
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<td>Sharon Gibson-Mainka</td>
<td>X Jeff Kurtz</td>
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<td>X Joshua Kissee</td>
<td>Missy Mouton</td>
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Minutes: Scheduled Business

Item 1: Welcome & Announcements
Description: General welcome and opportunity for announcements & items of interest relevant to the TTLTC.

- Dr. Irby discussed their need for a review of a new software that the College of Education is interested in purchasing.
- Discussion about the need for there to be a process to identify acceptable use in evaluating software. EAC is working on this.
- Josh announced the approval of the SAP 29.01.03
  - Discussion of what an approved data center is and why this is important.
Item 2: **AEFIS and Replacement for PICA**

**Description:** *General conversation about the AEFIS Presentation from the December meeting*

- Discussion about the AEFIS initiatives and the time frame that they will be implemented
- AEFIS= Assessment, Evaluation, Feedback and Intervention System
- AEFIS will replace PICA, but paper evaluations will not be replaced immediately with this system
  - The faculty is creating a list of questions that will be used in the student course evaluations
  - Discussion continued about how the student evaluation survey is being redesigned and how these initiatives align with the University goals.

Item 3: **Update from Examity Task Force**

**Description:** *Update from the Examity Task Force*

- Jeff provided background about the use of Examity on the campus
  - Overview of the purpose and cost of the proctoring and on-demand fees
    - $5 on demand-fee if exams are scheduled within 24 hours of the exam
    - $10 on-demand fee if the student schedules a proctoring session and does not show
    - Proctoring fees for exam varies according to the type of proctoring selected.
    - The departments currently pays for the proctoring fee and the on-demand fees
  - Discussion ensued about the fee structure for proctoring exams and how the current contract is structured
  - A request for additional information has been sent to the vendor and the task force will report back to the committee with this information and their recommendation at the February meeting.
  - Task force is also addressing the possibility of adding a less expensive auto-proctoring service to our existing contract, as that option was not available when our contact was signed.
  - Consider request for centrally funded proctoring through the University
  - Consider asking the vendor to waive the on-demand costs of

Item 4: **Call for Survey Task Force**

- Not addressed due to lack of time – will be addressed at the next meeting

Item 5: **LMS Update**

- Various sub-committee members have been presenting about the LMS review around the campus
- Email have been sent out as well via Distribution-A email list, the Dean of Faculties email list, and the All Employee distribution list.
  - Email reminders will continue to be sent out
- Flyers have also been distributed
- Canvas will be the first vendor on campus and will be visiting this month.
  - Specific Canvas email reminder will be sent out

**Next Meeting:** February 15, 2019 10:30am-12:00pm in CSC 04