IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

March 22, 2019
10:30 a.m.-12:00 p.m.
Computing Services Center, Conference Room 04

Attendance:

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

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

- Welcome and announcements.
- Round the table introductions.
- Opportunities and campaigns for teaching in the 20th century classroom will be coming soon.
- 03/26/19- There will be a women’s symposium in Rudder.
Item 2: Update from Peer Review Writing Tool Task Force
Description: Update on the progress from the Peer Review Writing task force.

- Dr. Craig Coates gave an update from this task force.
- If anyone has suggestions on names to add to this task force, send those to Sharon Mainka. Sharon will follow up with those named as possibilities, anyone is welcome.
- Reviewed and edited the document posted in GoogleDocs describing members, charge, tasks, requirements, features, use of ratings, and licenses and fees.

Item 3: Update from Examity Task Force
Description: Update and recommendation from the Examity task force.

- Jeff Kurtz presented this update.
- The revised report the task force had prepared was distributed. This group reviewed and discussed this report.
- Examity proctoring fee structure was discussed in comparison to ProctorU.
- Examity is a University wide sanctioned tool, ProctorU is not.
- The committee needs to identify major issues about how proctoring is charged as well as costs.
- Proctoring fees are paid by students by most departments using ProctorU.
- SACSCOC states we must be very clear to students what the fees are for, and must be provided upfront when they sign up for the class, at registration.
- Recommendations which are also listed in this report were discussed.
- Jeff proposed these recommendations be broken down into pieces and discussed as a committee.
- Juan’s committee is working through what information needs to include contracts and this ties into this as well.
- Discussion about what our recommendation should be and should it include putting a rule at the enrollment level?
- Vendor will not completely waive the late fees, but they could reduce them.
- What does this committee want recommendation to be in this report?
- Discussion on recommendations: The University should absorb the fee and not charge students, and ensure that this is communicated to departments.
- Adopt Examity as the preferred vendor, and require that all vendors follow same rules and standards.
- Committee decided that they do not want to accept report as is, it needs to be revised.
- Recommendations for revisions: based on our discussion
  - First recommendation: A motion was made by Heather Wilkinson for the colleges to absorb the fees. This was seconded all voting in favor, none opposed, motion passes charges rejected.
  - Second recommendation – The vendor must go thru TAMU vetting process- make sure all vendors pay by same rules, meaning students not pay fees. Making them a Texas A&M approved vendor.
- The revised report was placed in BoardEffect and was accepted as revised on March 26, 2019. Seven members of the committee voted to accept the report. 5 members did not vote.
Item 4: Call for Task Force to begin review of duplicated services across the campus
Description: Request for Task force members to determine how to identify and review duplicated services across campus as related to Objective 3.

- This item was not addressed due to lack of time.

Item 5: Review of Committee Objectives
Description: Review of the committee objectives and how to move forward with addressing the objectives.

- This item was not addressed due to lack of time.

Item 6: LMS Update
Description: report from the LMS Sub-committee

- LMS subcommittee – Is wrapping up. All three vendors have been on site. The feedback Forums are April 3 & 4, then the survey will be distributed.

The next meeting will be on 04/19