IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

October 16, 2020
10:30 a.m.-12:00 p.m.
Zoom

Attendance:

<table>
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<tr>
<th>TTLTC Members</th>
<th>Ex-Officio Members</th>
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<tr>
<td>X Dr. Valerie Balester</td>
<td>Jennifer Griffith</td>
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<td>Dr. Maria Barrufet</td>
<td>X Dr. Beverly Irby</td>
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<td>X Dr. Christian Brannstrom</td>
<td>Patty Luna</td>
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<td>X Dr. Rebecca Burns</td>
<td>X Dr. Lucas Macri</td>
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<td>X Cynthia Burress</td>
<td>X Dr. Adam Seipp</td>
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<td>Travis Cantwell</td>
<td>Dr. Laura West</td>
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<td>Dr. Christopher Dostal</td>
<td>X Dr. Heather Wilkinson</td>
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<tr>
<td>X Karen Farmer</td>
<td>Sam Woodfin</td>
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<td>Garry Gibson</td>
<td>X Dr. X. Ben Wu</td>
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<td>X Dr. Joanna Goodey Pellois</td>
<td>Kris Wuensche (Chair)</td>
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<th>ITG Program Support</th>
<th>TTLTC Guests</th>
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<tr>
<td>X Sharon Mainka</td>
<td>X Serge Razafindrakoto</td>
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<td>X Missy Mouton</td>
<td>X Carlo Lucio</td>
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<td>X Ethel Vaught</td>
<td>X Laura Ann Arivizu</td>
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<td>X Tiffany Lala</td>
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<td>X Dee Childs</td>
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<td>X ‘Jon Jasperson</td>
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Minutes: Scheduled Business

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

- Kris Wuensche welcomed the group.
- Round of introductions.
- Kris Wuensche reviewed the charge for this committee as posted on the IT Governance website.
Item 2:  **Zoom Proctoring Project**  
**Description:**  *Overview of the Zoom Proctoring Project*

- Jon Jasperson presented this topic.
- 25 people have been hired for proctors. The basic idea is that the proctoring pool available be put online to a particular class to help proctor an exam. There is a ratio of one proctor to 40 students.
- We will not be using more than one proctoring service. Will only support one device.
- Discussed how breakout rooms will work.
- Discussed concerns for noise disruptions.
- Dr. Widmer shared a link on HonorLock: [https://lms.tamu.edu/KL/Honorlock#FAQs](https://lms.tamu.edu/KL/Honorlock#FAQs)
- Jon is looking for faculty who are willing to use our service in our pilot testing between now and the end of the semester. If anyone here or a faculty colleague has an exam before the end of the semester and would like to use this proctoring center services, please reach out to Jon Jasperson.

Item 3:  **IMS Classroom Preparations**  
**Description:**  *Brief overview of what Instructional Media Services did to prepare the classrooms for teaching face to face for the Fall 2020 semester.*

- Tiffany Lala and Regina Greenwood gave this slide presentation.
- Secured over 200 cameras for this project.
- Two types of classrooms:
  - Traditional (Heldenfelds and Halbouty) and non-traditional (not traditionally used for teaching such as Reed arena, All Faith’s chapel, and Hall of Champions)- Did not find out about these non-traditional spaces until June.
- Scope:
  - General (what vendor can do)
  - What IMS did for traditional classrooms
  - What IMS did for non-traditional classrooms
- Timeline:
  - May 06-June 05: Traditional vendor installs
  - June 06/Aug4: Vendor install non traditional
  - 7/13-7/24: Vendor McAllen
  - 8/12/-13: ACAD Vendor install
  - IMS install and testing 06/06-08/18
  - Vendor taking 16 cameras to Law School
  - Provided working timeline
- Spent over $2 million on this project
- Project meetings twice a week beginning June.
- Tiffany explains the testing process.
  - Tested all non-traditional rooms
  - Tested over 300 rooms total
- Discussed “How To” Guides
  - Many different guides written to accommodate the different areas.
  - Includes a QR code that can be scanned with your phone as well.
- Discussed the takeaways and lessons learned from this project.
  - Zoom issues
- Matching professors with the right equipment
- Feedback from open houses
- Communicating with students at home using Zoom
- Better identifying the correct help desk

**Item 4: LMS Update**
Description: *Update on LMS and other initiatives from the Office of Academic Innovation*
[https://www.youtube.com/watch?v=Ahav_9WHErl&feature=youtu.be](https://www.youtube.com/watch?v=Ahav_9WHErl&feature=youtu.be)

- Video link was provided by Dr. Widmer in the agenda. If you haven’t had a chance to view it, please do so and send any questions you may have. To save time, suggested to skip to the 8-minute mark for the summary.

**Item 5: Nomination and Vote for Chair-Elect**
Description: *Nomination and vote for new chair elect for the committee.*

- Kris discussed the need for a chair elect and asked for nominations or volunteers.
- There were no volunteers or nominations, so we will give people time to think over this and revisit at the next meeting.
- The question was asked as to whether Kris Wuensche would be allowed to continue in this role. Sharon explained that was an option, but that we would still need a chair elect to serve as a parliamentarian. Sharon also explained that we need to decide if we will do co-chair option versus Chair and Chair elect option. The chair-elect would automatically become the chair the following year.
- Rebecca Burns explained that she is not able to be considered for this position due to her other obligations.
- This item will be tabled to the next meeting.

**Item 6: Objectives/Focus for this year**
Description: *Discussion IT Strategic Plan/Standing Student Sub-Committee*

- Due to time limits, Kris briefly displayed a short document showing some potential objectives for this year, and this can be fully discussed at the next meeting.
- Sharon explains discussion of a standing sub-committee comprised of students for feedback. Would want a diverse group of students from across all of the colleges.
- Many suggestions in the chat section which Sharon saved.

Meeting adjourned: 12:05 p.m.