Faculty Senate IT Committee Minutes
Thursday, February 28, 2019/ 3-5PM/ Allyn Hall, 404 Conference Room

Attendees: Kenny Coon (CaTS), Ashley Hall (COLA), Gina Oswald (CTL Faculty Director), Sue Polanka (Library), Erik Potts (COSM, Vice Chair), Cristina Redko (BSOM); Teresa Richter (LAKE); Joseph Slater (CECS); Ann Stalter (CONH); Michael Stankas (CaTS), Sheri Stover (CEHS, Chair), Thomas Wischgoll (Past Chair), Craig Woolley (CaTS)

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

Members Absent: Andy Bordner (Undergraduate Student Representative, SGA), Terri Klaus (CTL Director), Sara Seibert (Graduate Student Representative, SGA)

1. **MOTION TO CALL MEETING TO ORDER:** (Sheri Stover)
   a. *Motioned by:* Ann Stalter
   b. *Second by:* Joe Slater
   c. *Approved:* Yes
   d. *Quorum validation:* Yes
2. **MOTION TO APPROVE PAST MINUTES** (Sheri Stover)
   a. *Past minutes date:* December 6, 2018
      i. *Motioned by:* Ann Stalter
      ii. *Second by:* Joe Slater
      iii. *Suggestions for revisions:* None
      iv. *Approved:* Yes
   b. The January 24, 2019 meeting did not reach quorum, so there are no minutes to approve.
3. **NEW BUSINESS**
   a. **CTL (Internal) LMS Access Policy Review:** *(Suggested by Terri Klaus)*
      The CTL would like to vet their new internal LMS Access policy thought the committee and get input. *Please see the attachment "WSU LMS Access Policy."*
         1. If the original faculty member is OK with someone being added to their Pilot site, that is OK. But it is more complicated when others ask to be added to the Pilot site. The CTL does not want to decide. The internal policy will dictate how the CTL handles this.
         2. Chairs and deans have been added to classes before; CTL has received authorization from the Provost or someone in the Office of the Provost in the past.
            a. The Provost's Office is OK with this setup.
            b. "The provost or a provost" was requested language, not "provost or designee."
               i. There is a reason for this.
         3. The CTL wants to standardize the procedure because this is happening more often (i.e. people not instructor of record being added to a Pilot course).
            a. Frequency is about 3-4 times per semester.

4. What is the process for removing faculty from a Pilot page? Chair would go to the Registrar and ask for a person to be removed from a course. Removing them from Banner removes them from Pilot automatically.
5. Should this become a WSU policy or a MOU or something? For now, it's a CTL internal policy.
    a. CaTS Help Desk does add itself into Pilot in order to help people and then goes right back out. (Screen capture also applies.)
6. **Motion to Approve the Policy**
    a. **Motioned by: Ann Stalter**
    b. **Second by: Joe Slater**
    c. **Approved: Yes (unanimously)**

b. **Form Creation to Streamline Grad Check Process:** *(Suggested by Ashely Hall)* Ashely would like to get input from the committee on exploring the possibility of having a form created in collaboration with advising and CaTS to streamline the grad check process. She is not proposing that we act or vote on anything but merely would like to get input and ideas from the committee to see if there's interest in pursuing the possibility. If there is interest, Ashely would be happy to have some meetings with relevant stakeholders but she thinks that an exploratory/informal discussion might be a good first step.
    i. Students that want to graduate in some colleges can only apply for graduation after signing up for specific classes and/or specific advising steps. Different colleges seem to have different procedures; making a unified process may not be straight-forward.
    ii. We need the Registrar's Office, CaTS, University Academic Advising, and more involved in the conversation. **We need an ad hoc task force from this committee (Ashley Hall and Craig will lead this effort and work with others).**
        1. **Action Item: Formal Charge Needed**
            a. **Ashley will provide an update at the next meeting.**

c. **CaTS Online Staff Directory with Pictures** (Suggested by Sheri Stover) Many units on campus have a faculty/staff directory with pictures. Sheri would like to know if CaTS can do the same.
    i. CaTS could but would put it behind a password area to prevent ID theft, phishing, and other abuse.
    ii. Do people pay for our in-house photographer? Craig wants it to be free; that could help with this effort in campus units.
    iii. On a related note, can we do the same with students in Pilot courses?
        1. The Wright1 card is, technically, not required of students. So, images of some students will not be available.
        2. "Classlist with Images" on Pilot has Wright1 images, but you have to add it to your Pilot page (it is not included by default).
        3. Normally, "Classlist" does not contain Wright1 images but CTL can pull Wright1 images into "Classlist" on Pilot.
            a. Should they?

4. **OLD BUSINESS**
    a. **Adobe Contract Faculty/Staff Home Use and Student Purchase:**
       Any progress in getting Adobe to agree to allow faculty and students to transfer their Educational contract to the new WSU pricing?
         i. There was a message from CaTS that described how to contact Adobe and what you needed to do.
            1. Look on CaTS website.
         ii. There was a delay.
5. **REPORTS (CaTS, CTL, Library, and Registrar)**
    a. CaTS (Craig Wooley, Kenny Coon, and Michael Stankas)
         i. Panopto Contract Expiring in June (3-year deal)
            1. Do we want to continue?
            2. We had good pricing, and we get a 30% discount if we renew (Craig negotiated this).
                 a. But, it will go up over time from there.
            3. Panopto has had lots of usage! We had to add more hours to the contract.
            4. Ann said that she hasn't heard of a need to change services from CoNH; Craig hasn't heard anything either.
            5. If we renew the contract, we should use the final year to see if we want to investigate a change.
         ii. Classroom Attendance Software
            1. Do we want something else to replace what we had for classroom attendance? There are several options:
                 a. Mobile device app
                     i. But what about if a student has no mobile device? Or if they forgot theirs at home?
                 b. Software integrated with Banner
                     i. This data could then, possibly, be put into Pilot, Advising, and other systems on campus.
            2. Craig will let us know how to proceed. He could have a quick demo at the next meeting.
            3. This effort should be a faculty-led investigation with CaTS and CTL support.
            4. Some faculty expressed concerns about privacy, data-usage and storage, and other related issues. Think "big brother."
    b. CTL (Gina Oswald)
         i. Fall in Love with Teaching
            1. They had 30 faculty attend.
                 a. Previously, they would get 25-30 faculty members, so this is a good result!
            2. The new CTL Collaborative Spaces were pushed at the meeting.

ii. Potlucks are coming up; faculty can come in to use the rooms, work, etc. and then eat.

iii. Yoga will be held on Wednesdays, from 11am-Noon in the basement. All are welcome. CTL will do this in March at least.

iv. BB Classic will be available going forward – should we do that? We could do so at no cost.

1. BB Ultra will become the primary program and Classic can be added back in if the instructor desires.

2. Sheri says CEHS would really like having the option.

3. How would this affect the students? Would having two programs be confusing/frustrating/hard for them?

4. **College Representatives Poll: Ask for feedback from your college and bring to the next meeting.**

v. A meeting between the library and CTL happened recently. They would like to highlight faculty and their scholarship of teaching and learning. They will build a core scholar page to feature this work. The CTL website will highlight this work, too.

c. Library (Sue Polanka)

i. Study Spaces Reservation (for anyone with a WSU ID)

1. 13 study spaces now available, 7 individual, 6 group

2. On the Library website, click on the "Spaces" tab. Then, "Reserve a Room."

3. There is a real-time booking calendar.

4. Room image and details are provided.

5. Reservations are for two hours, with a chance of renewing for one hour at a time if there is no booking.

6. Stop at the Information Desk on the 2nd floor and show your WSU ID. You will then get a key to the space. (The WSU ID will be kept at the Information Desk as collateral.)

ii. New Wiley Journals

1. New journals from Wiley have been added to the OhioLINK Electronic Journal Collection (EJC). See the library blog post on this topic.

2. We got 18 journals back and 532 new journals for a cheaper price (small savings each year). Coverage generally goes back to 1997.

3. Please share this news with colleagues!

iii. Elevator Replacement Changes

1. There have been some slight changes to the elevator replacement project.

2. Elevator project is scheduled to begin on May 6, 2019.

3. Two main elevators will be offline until early August.

4. The remaining elevator will be offline August to December.

5. Campus announcements will be sent to provide details.

    d. Registrar (Shaelyn Taylor)
        i. The Fall Semester 2019 Schedule will be available on March 11.
        ii. Early registration for the fall semester begins on March 28.
    e. SGA (Sara Seibert and Andy Bordner)
        i. No student representatives (or substitutes) were present, so no update was given.

6. COLLEGE REPORTS

    a. CoLA (Ashley Hall)
        i. Not present at report time and no report was left.
    b. RSCoB (Hong Lee)
        i. Nothing to report.
    c. CoSM (Erik Potts)
        i. There has been progress on re-forming our college's IT Committee.
    d. BSoM (Cristina Redko)
        i. Not present at report time and no report was left.
    e. LAKE (Teresa Richter)
        i. Lake Campus desktop computers are always one update behind on Adobe.
            1. Other institutions are dealing with this issue, too. A solution may have been found. Kenny will share soon; lots of changes have happened. CaTS is working on it.
    f. CECS (Joseph Slater)
        i. Joe tried to use MS Teams to make teams for each of the department's committees. He learned that individuals (faculty, staff, or student) cannot create their own teams.
            1. Can we change the WSU setting? Can it be just faculty/staff and no students?
                a. Lots of reasons went into the current policy; CaTS tries to create new teams quickly.
            2. Can we create a policy on this?
                a. This would need to involve a lot of parties on campus.
                b. CaTS will investigate.
            3. Can the teams be private? Can we change the default to make them viewable to only those people who are in the group?
    g. CoNH (Ann Stalter)
        i. CoNH is having issues with Respondus, mainly a lack of experience and user issues.
        ii. TaskStream is a challenge right now. There are issues with administration.
    h. CEHS (Sheri Stover)
        i. Nothing to report.

7. NEXT MEETING

    a. *Date of next meeting:* Thursday, March 28, 2019
    b. *Time:* 3-5PM
    c. *Location:* 404 Allyn Hall

8. **MOTION TO ADJOURN MEETING**
    a. *Motioned by:* Ann Stalter
    b. *Second by:* Joe Slater
    c. *Approved:* Yes

Minutes respectfully recorded by Erik Potts and Sheri Stover.

2018-2019 Faculty IT Senate Committee Dates		
DATE	TIME	LOCATION
~~Thursday, September 27, 2018~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, November 1, 2018~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, December 6, 2018~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, January 24, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
~~Thursday, February 28, 2019~~	~~3-5 PM~~	~~Allyn Hall, 404 Conference Room~~
Thursday, March 28, 2019	3-5 PM	Allyn Hall, 404 Conference Room
Thursday, April 25, 2019	3-5 PM	Allyn Hall, 404 Conference Room