Minutes, meeting of Thursday April 8, 2004,
Faculty Technology Center, 322 JC Long Building.

Meeting called to order at 8:35 a.m.

Present: Jeff Wragg (Chair), Brenton LeMesurier (Secretary), W. Frank Kinard, David Mann, Barbara Duvall, Bob Fowler, David Cohen (ex officio as Dean of Libraries).

1. The minutes of the March meeting were approved.

2. The idea of expanding the scope of the Faculty Technology Center (FTC) to become a "Student-Faculty Technology Center" was discussed. An alternative approach was recommended instead. Firstly, that the committee encourages making similar resources available to students in separate facilities. Secondly that some student access to the FTC in two ways: on a walk-in basis when accompanied by a faculty member and when space is available, and through arrangement and approval in advance by a faculty member, through Academic Computing Liaisons.

In conjunction, it was suggested that up-to-date information about current booking of the FTC be made available online.

3. The Electronic Forms Initiative was reported on by Frank Kinard. There has still been little actual progress on implementation, so the committee again endorsed the idea of making some of the College's most commonly used forms online in some printable format such as PDF.

4. Jeff Wragg reported that the ITSC has adopted some changes to the College's email distribution lists, adding several new ones for sports and events, and adopting moderation of all lists including faculty@cofc.edu.

The committee was uncomfortable with the idea of moderating all such lists, as expressed in the following memo from Chair Jeff Wragg to relevant IT staff members.

... the committee is rather strongly against any moderation other than the current mode of "slap down after you post an inappropriate email." Any more vigorous moderation presents problems of censorship and timeliness that the FETC believes are not good trade offs. I do believe the committee would be willing to consider other possibilities, for example restricting repeat offenders from posting to a list.

5. Next meeting: the next meeting will be at Thursday April 8 at 8:30am in room 106, Science center. It is expected to continue discussion relating to the last two items above.

6. The meeting adjourned at 9:24 a.m.

Faculty Committee on Educational Technology

Minutes, meeting of Friday March 19, 2004

Science Center room 106

Meeting called to order at 4:20pm.

Present: Jeff Wragg, Chair; Brenton LeMesurier, Secretary; W. Frank Kinard; Caroline Enten; Michael Phillips.

1. The minutes of the February meeting were approved, with one typographical correction.

2. Some complaints about the performance of the Help Desk were discussed.

3. Student-Faculty Technology Center. A proposal was mentioned by David Cohen of expanding the scope of the current Faculty Technology Center to also serve students. The committee was inclined to agree, and Jeff Wragg offered to investigate further.

4. The Electronic Forms Initiative was reported on by Frank Kinard. This was initiated in response to recommendations in the College's IT strategic plan, prepared by outside consultants. Two objectives are (a) data gathering and (b) providing forms in an electronic format such as interactive PDF, that can be filled out electronically. Concerns include choosing an appropriate common campus-wide software platform. There is no schedule for implementation.

   The committee decided to push this along, recommending an early effort to make some of the most commonly used forms available in PDF format.

5. The wording of the previously discussed memo on privacy concerns and policy on the use of Social Security Numbers as identifiers for employees and students was finalized. (c.f. November meeting.)

6. The SGA representative Caroline Enten reported that the Student Senate elections will henceforth by conducted electronically, via email. The committee speculated as to if and when the Faculty Senate would do likewise.

7. Next meeting: it was noted that our next meeting will be at a different time, day and place: Thursday April 8 at 8:30am in Faculty Technology Center, 322 JC Long Building.

6. The meeting adjourned at 4:58pm.

Submitted by Brenton LeMesurier, April 7, 2004.
Faculty Committee on Educational Technology

Minutes, meeting of Friday February 13, 2004

Science Center room 106

Meeting called to order at 2:10pm.

Present: Jeff Wragg, Chair; Brenton LeMesurier, Secretary; W. Frank Kinard; David Mann; Bob Fowler; David Cohen, ex officio.

1. The minutes of the November meeting were approved with one change; the revised is attached.

2. Meeting Schedule for the Spring. It was agreed to alternate between two times; Friday at 4:15, and Tuesday or Thursday at 8:30am; starting with the former for the March meeting.

3. Dean of Libraries David Cohen reported on plans for an Integrated Library System. Work has start on developing and adopting such a system, since the current system is obsolescent. This is a joint effort with Clemson and USC.

4. Chair Jeff Wragg reported that the College's IT consultants have raised the question of whether the FETC should be involved in some way with evaluation of proposals for College grants to faculty relating to educational technology. It was decided that this would be reasonable, while noting the extreme vagueness so far about what the FETC's role would be.

5 New Business and announcements.
- The campus wireless computer network is expanding.
- Frank Kinard bought the electronic forms initiative, and agreed to investigate and report further on it.
- All faculty and staff have now had their College email accounts moved to the new MS Exchange Server 2000 system.

6. The meeting adjourned at 2:50pm.

Faculty Committee on Educational Technology

Minutes, meeting of Monday November 17, 2003

Science Center room 106

Meeting called to order at 5:02pm

Present: Jeff Wragg, Chair; Brenton LeMesurier, Secretary; Caroline Enten, SGA representative; W. Frank Kinard; David Mann; David Cohen, ex officio.

1. The minutes of the April, September and October minutes were approved without modification.

2. Jeff Wragg reported that
   - the ITSC had discussed the possible introduction of disk space quotas in the future on the servers for employee email etc.
   - this committee’s proposals of last year in relation to requests from law enforcement authorities to search computers should go to the College’s legal council for comment, and to Academic affairs more informally. It is intended then to take it place it on the faculty Senate agenda. Frank Kinard cited sections of the S.C. code that seem to support the proposal.

3. David Cohen (Dean of Libraries) reported on the College’s survey of information technology literacy amongst incoming freshman. The survey consisting of fifteen questions was done on a sample of 195 incoming students, primarily on campus. An attempt to do this remotely via a web interface fared poorly, and it seems that in future the on-campus approach is likely to be preferable. Efforts were made to select questions that were as much as possible platform and software neutral.

   Two issues were distinguished (a) the need for ID’s for permanent records, and (b) ID’s for use in online access by students and employees. It was decided that use of SSN’s might be acceptable for the first, but not for the second. It was agreed to send a memo to Provost Elise Jorgens, College Legal Council Andy Abrams, and ACTS, with text something like the following.

   The Faculty Committee on Educational Technology needs to bring an issue to your attention regarding the use of faculty, staff, and student social security numbers as user identifiers on campus computerized information systems. There are compelling reasons to avoid such use—primarily that such a sensitive piece of personal information should not be unnecessarily exposed. We think it should be a high priority to change the system to use identifiers that do not reveal any confidential information.

5. Electronic Course Evaluations
   As there is now an ad hoc committee to deal with this topic, this committee’s direct involvement is probably finished.

6. Appropriate access to student records
   It was agreed to send the following memo to College Legal Council Andy Abrams and ACTS

   The Faculty Committee on Educational Technology recommends that computer systems which enable the user to access confidential records, e.g., SIS and cougartrail, should have a prominent banner reminding the user about their responsibilities with respect to such access. This reminder should be presented to each user upon login, or perhaps on the login page prior to entry into the system. A suitable reminder we suggest is --

   Warning: access to any records in this system is for official uses by authorized personnel only. Any access to records must be required by your duties. Dissemination of this information is similarly restricted to necessary official purposes.

7. Their being no new business, the meeting adjourned at approximately 5:41pm

Submitted, revised, by Brenton LeMesurier, March 19, 2004
Faculty Committee on Educational Technology
Minutes, meeting of Monday October 13, 2003, draft

Science Center room 106

Meeting called to order at 5:03pm

Present: Jeff Wragg, Chair; Caroline Enten (SGA representative); Bob Fowler; W. Frank Kinard; Brenton LeMesurier, Secretary; David Mann; Michael Phillips; and two guests: Chris Starr (Computer Science) and Noah Wasielewski, (Phys. Ed. & Health).

1. The new SGA representative, Caroline Enten, was introduced.

2. Freshman IT literacy survey

David Cohen wishes to report on the results of the trial freshman IT literacy survey results, but could not attend today, so this will be scheduled for the next meeting. Several committee members reported problems trying to do that online test, including one Windows user and all Macintosh users who tried. Concern was also expressed that it requires downloading of software to each test-taker’s computer.

3. Electronic faculty and course evaluations and related issues

Chris Starr and Jeff Wragg reported from the new committee on electronic course evaluations (“ECE”).

3(a) The ECE committee has asked for our advice on setting policies for such evaluations, such as concerns that responses are truly confidential, and ensuring a sufficiently large, representative and reliable response. They will share with this committee information they are gathering on such thing as experiences in this field at other institutions. Other possible issues raised are that many students might only respond in cases of extremely good or bad impressions of a course of professor.

3(b) The most likely vehicle will be Cougar Trail, which lead to a discussion of the privacy concerns involving the use of Social Security numbers as IDs for that system. It was decided that Chair Jeff Wragg should contact the College’s legal counsel Andy Abrams and the provost urging them to move away from this usage. Other ID options such as College email usernames were discussed.

3(c) Another confidentiality issue related to Cougar Trail arose in this discussion; that it allows faculty members access to much information about all students, even when there is no need to know such as being and advisor. It was decided to recommend that a notice be displayed each time that such student records are accessed, reminding faculty members of the legal limitations on such access.

4. New Business

Bob Fowler and David Mann passed on a faculty member’s concern at having been told that Eudora will no longer be supported for email. This relates to the levels of support discussed in the College’s Information Technology General Policy Manual, currently under development.

It was decided that the committee should compare the final policies adopted to the drafts that the committee reviewed last academic year.

[Note: the adopted versions of all such policies are available on the College’s website at http://www.cofc.edu/technology/policies/ and the drafts considered by this committee are at http://math.cofc.edu/lemesurier/FETC/ITPolicyProposals/
The adopted Desktop Computer Support Policy gives level 1 support status (the highest) to Eudora.]

5. Notices

Jeff Wragg has been appointed to the Information Technology Steering Committee, replacing Brenton LeMesurier.

6. The meeting adjourned at approximately 6pm.

Submitted by Brenton LeMesurier, October 14, 2003
Faculty Committee on Educational Technology
Minutes, meeting of Monday September 15, 2003, second draft

Science Center room 106

Meeting called to order at 5:05pm

Present: Jeff Wragg, Chair; W. Frank Kinard; Brenton LeMesurier, Secretary; David Mann; Michael Phillips; and David Cohen, ex officio.

1. Meeting Schedule

The meeting schedule for Fall 2003 was set initially as
Monday October 13
Monday November 17
all at 5pm in Science Center room 106.

If needed, an additional meeting will be scheduled for December.

2. Old Business

According to former chair Brenton LeMesurier, there is, strictly speaking, no incomplete old business. However several ongoing projects at the College will likely demand the committee's attention.

a) One is the ongoing project on student Information technology literacy. David Cohen reported that a trial of IT literacy evaluation software had been done over the summer, with a fair degree of success. Committee members were invited to try this online test. An Ad Hoc Committee On The Assessment of Information Technology Competency have been created at the College that will address some of these issues; common members between that committee and this one are David Mann and Bob Fowler; the latter is its chair.

b) Another is the policy proposal drafted by this committee on procedures for responding to law enforcement requests involving access to computers. This has been reported to the faculty Senate, but has not been adopted officially. Jeff Wragg said that he would follow up with the Speaker of the Faculty Senate.

3. New Business

3a) Paul Young and others have raised the ideas of using some online method such as a WebCT survey to administer students evaluations of courses and professors. This ideas was generally supported by committee members. However, a new Committee On Electronic Evaluation [correct name?] has recently been created, so this committee agreed to refer the subject there.

3b) Marcia Moore, Director of ACTS, asked for our comments on a new policy about student email distribution lists (compulsory membership) and listservs (voluntary subscription). Former chair LeMesurier had been involved informally in reviewing this proposal over the summer, and the committee had no objections and this will be reported back to her.

4. The meeting adjourned at 5:46pm.

Submitted in revised form by Brenton LeMesurier, October 14, 2003