FETC Regular Meeting

April 26, 2019           1:00 - 2:00 pm           Tate room 202

Present: Alem Teklu, Wendy Cory, Douglas Ferguson, Geoffrey Timms, Christine Moore, Deanna Caveny-Noecker (Ex-Officio, Assoc. Provost), Zach Hartje (Ex-Officio, TLT/Deputy CIO), Sarah Hatteberg, Burton Callicott (guest, Library), Katie Rose (guest, TLT)

1. Minutes of March 2019 meetings – approved

2. Election of chair and secretary
   • Not enough attendees for election

3. OER (Open Educational Resources) – Burton Callicott, Katie Rose
   The library is putting together some guides for OER. There is an incentive program for faculty to learn more about offering their own OER course. This involves taking an online course through OAKS to learn more about OER and the options available. Librarians are matched up with faculty that get the incentive ($750, currently 11 people in a pilot program for Fall 2019) to help incorporate OER resources into a course. Library team is called Affordable Learning Team (ALT). Team is evaluating the services that are available, some are true open access while some are through publishers. Goal is to get an overview of what is available and then come up with a handful to present on campus including to the FETC. In some cases, free textbooks are available.

4. Annual Report – this will be sent out for review to the committee.

5. Computer Replacement – Zach
   About 30% of faculty and staff computers are over five years old. To replace our current inventory on a regular basis, the budget would need to be doubled. Working with business affairs office to get two budgets, one for classrooms and one for faculty/staff. We will continue working on this next year.
FETC Regular Meeting

March 27, 2019    1:00 -2:00 pm    Tate room 202

Present: Alem Teklu, James Malm, Wendy Cory, Douglas Ferguson, Geoffrey Timms, Christine Moore, Deanna Caveny-Noecker (Ex-Officio, Assoc. Provost), Zach Hartje (Ex-Officio, TLT/Deputy CIO)

1. Minutes of January, February 2019 meetings – approved

2. IT Report – Zach
   • Ongoing Scantron project to replace technology. Two vendors submitted proposals. A decision should be made soon to augment and then replace technology.
   • Classroom utilization study is ongoing. Around 100 classrooms to be renovated/refreshed.

3. TLT Report – Zach
   • The TLT conference is coming up in May. Around 80 people are currently registered.
   • DEEP – distance education extension program, new courses will be added to this program
   • DE readiness course, around 15 people are registered for summer.

4. Online Resources – Alem.
   This was discussed at last meeting. Physics has tried free online textbooks (OpenStax) and did not get good feedback from students. Alem is interested in how this committee can share this kind of information. There are many sources for these textbooks and course materials. Alem will invite Gretchen Scronce and Jason Coy to our next meeting to discuss.

5. Annual Report – plan to have a draft prepared for next meeting.

6. Other
   • Zach – IT is looking into new institutional web conferencing system.
FETC Regular Meeting

February 22, 2019  1:00 -2:00 pm  Tate room 202

Present: Alem Teklu, Gary Jackson, James Malm, Wendy Cory, Douglas Ferguson, Geoffrey Timms, Mark Staples (Ex Officio, CIO & Sr VP for IT)

1. Minutes of January 18, 2019 – will be distributed next meeting

2. IT report – Mark. Updates on:

   a. Classroom upgrades – four spaces left of 500 to inventory. Will review the outcome of the inventory to decide which classrooms to renovate. Roughly 100 classrooms require complete change of technology because technology in them is no longer supported. We hope to replace these projectors over the next few months.

   b. Computer replacements – around $900k budget for computer replacement. It costs this much just to replace computers in classrooms around every 3 years. Twice this budget is needed in order to maintain classrooms as well as faculty computers. Looking at potential cost share with departments. Concern about students having different versions of Excel: C of C has a license for all faculty and students to have the most recent version of Microsoft programs. IT is having conversations with Dell and Apple about computers with minimum specifications so that students can run licensed programs.

   c. Scantron project – Procurement is slowing things down. This is $14k/year. IT plans to have the new Scantron process, using office and departmental scanners and no purchased bubble sheets, up and running this summer. This will be more convenient, less costly, and easier to gather analytics.

5. Online Resources – Alem. Regarding use of free textbooks, free classroom resources. Alem has not had good experiences with this with a physics textbook. It is agreed that the quality of the free materials will depend on the discipline. Is there anything this committee can do to help with this initiative to make it easier for faculty to find these materials? Geoff: the library is already doing this with a website: https://libguides.library.cofc.edu/affordablelearning/home

6. Sharepoint – Alem. Is it possible to put an icon in MyCharleston to Sharepoint links? Mark – no, Sharepoint is going to be phased out. Office 365 has a feature called “teams.” Mark will send more information on this to the committee.
FETC Regular Meeting

January 18, 2019  1:00 -2:00 pm  Tate room 202

Present: Alem Teklu, Gary Jackson, James Malm, Christine Moore, Douglas Ferguson, Deanna Caveny-Noecker (Ex-Officio, Assoc. Provost), Zach Hartje (Ex-Officio, TLT/Deputy CIO)

1. Minutes of November 14, 2018 meeting

2. TLT report – Zach. Updates on:

   Multifactorial Authentication (MFA). Starting to roll out MFA. Demonstrated with Tech group how to use cell phone to authenticate. Purchase UBT as a 2nd factor ID. Impact: Research/Study abroad programs can use UB-key.

   Self-service password reset. Similar to MFA, process should be benign/smooth for MFA. Zach will communicate when MFA when commence. He explained multifactorial goal to ensure the right person is logging in. MFA will be required off-campus when logging in.

   TLT is going through a rebrand – now known as Teaching and Learning Development.

   Upcoming TLT conference: keynote speaker is Dr. Henry Roediger, time and location to be announced.

   Distance Education course:
   • roll out second additional module
   • DEEP (Distance Education Extension Program)
   • Self-paced modules
   • Participation from Prior DE participants.

3. Scantron: Garrett Mitchener (math) is heading the committee overseeing this replacement. James Malm is on the committee.

Minutes recorded by James Malm, submitted by Wendy Cory
FETC Regular Meeting
November 14, 2018  3:00 -4:00 pm  Tate room 211

Present: Alem Teklu, Gary Jackson, James Malm, Wendy Cory, Douglas Ferguson, Zach Hartje (Ex-Officio, TLT/Deputy CIO), Mark Staples (Ex Officio, CIO & Sr VP for IT)

1. Welcome

2. Introductions

3. Agenda for the Year– Alem

Review of Committee Charge – Committee Bylaws

Zach - ongoing space utilization study, at least another year. Student workers are currently doing an inventory of all classrooms on campus – everything that is in the classroom space. After inventory, will work with registrar and physical plant about how to do classroom renovations and work on how to effectively schedule the space for classes. Once inventory is done, the FETC committee can provide input.

Review of 2017-2018 Annual Report – no comments

Potential projects for this year: Survey of number of faculty who use OAKS. Zach says ~70% of faculty are observed to log in. Zach says there is another program available called Canvas that they are starting to look at. We are not moving away from OAKS at this time. Zach says there is a “survey fatigue” on campus. Doug suggests asking for voluntary feedback on Yammer, or we could contact chairs.

TLT Scantron Project – TLT wants to involve FETC in projects that it is working on. Both current scantrons reside in Bell at this time. TLT has a project group working on this and want to give an FETC member an opportunity to work with them. Alem will attend meeting tomorrow and James will serve as member of the project team.

4. Other

Multifactor authentication when logging in Office 365 – a small group on campus will be using this beginning this Friday, Zach would like to then roll it out to the FETC members.

December faculty member agenda item: State of IT. It is clear there are some needs where IT knows what is going on but it is going to take some time, e.g. Banner, MyCharleston. Any problems we know about or in our department, let Mark know so he knows what to address. (Not yammer, that will be a separate discussion.)

Committee for Online Resources brought up at the Faculty Senate meeting. We may want to invite them to a meeting and discuss eBooks.