

Academic Technology Advisory Council Agenda
Wednesday, February 27, 2019
Samuelson 118E, 1:00-2:00

Attendees: Geri Hopkins, Rebecca Rose, Tina Short, Jami Beintema, Ping Fu, Michael Marchand, Bill Thelen, Doug Ryder, Sara Bender, Forrest Hollingsworth

Absent: Mark Samples, Calisa Cruse, Koushik Ghosh

Guest: Lidia Anderson

1. Review of Meeting Minutes 2/6/19
 - a. T. Short motioned to approve minutes, G. Hopkins seconded, minutes approved.
2. New Attendance Procedure (Lidia Anderson)
 - a. New MyCWU-implemented system will track student attendance throughout the first 5 days of course.
 - b. "Present", "Tardy", "Left Early" and "Reason" options provided for individual students.
 - c. By default, students in the course marked as present.
 - d. System is available for all classes, no clear indication on whether online courses are expected to utilize.
 - e. Online instructors are tracking student attendance via first week Canvas activity or assignment submissions.
 - f. Discussed instructors currently taking attendance in Canvas – current feed does not push Canvas inputs back to PeopleSoft so instructors would be duplicating workflow.
3. Business Case Template Review
 - a. M. Samples passed revised template along to BTAC.
 - b. BTAC will review and make final recommendations to EISC following 3/25 meeting.
4. Information Items
 - a. Faculty 180 Update
 - i. No update.
 - b. MML Update
 - i. Staffing update: Candidates for Executive Director of Interactive Instruction and Innovative Delivery hosted weeks of 2/25/19 – 3/4/19
 - ii. DE subcommittee has convened to oversee current DE operations, budgeting, and communication.
 - iii. Next DE upgrades will be Moses Lake: awaiting one classroom or two classroom upgrade decision.

- iv. OER grant request and call for proposals are drafted, expected to go live Spring.
 - v. Samuelson technology re-codes and refits are largely complete, ATMS has transitioned to maintenance.
 - vi. 1891 Bistro is used heavily, laptop checkout kiosk is popular and may be installed in other locations on campus (SURC, Brooks Library).
- c. EISC Update
- i. Data warehouse team is providing options for enrollment and retention visualization dashboards, working with departments to build customization and prevent siloed availability.
 - ii. Request will go forward to BTAC regarding state-funded support for expanding keyless entry programs and administration.
 - iii. Kaltura migration from MediaAMP is targeted for Fall 2019.
 - iv. STFC has approved classroom technology upgrade funding, will oversee implementation.
- d. BTAC Update
- i. Recommended proceeding with RFP for Presence, a student club management software.
 - ii. Recommended proceeding with the procurement of Campdoc software: assists with remote camp registration and organization.
 - iii. Recommended proceeding with procurement of Concept3D software: provides interactive 3D campus maps and virtual tour experiences.
 - iv. Site-wide DocuSign implementation being administered by committee, ITAM will pilot in Spring with student internship agreements.
- e. IS Update
- i. Gen Ed implementation project is progressing well, Instructor and staff training sessions will be developed.
 - ii. 280 machines are in need of Windows 10 update, Service Desk has sent out email indicating April 1 due date for service ticket requests.
 - iii. Select individuals are piloting Microsoft and additional vendor provided multifactor authentication, will provide feedback between options.
 - iv. Investigating options for revoking local administrator access to workstations, may provide access to software catalogues for download and other Service Desk provided solutions.

Next meeting:

Wednesday, March 13, 2019

Samuelson 118E, 1:00-2:00