

Instructional Technology Committee Meeting Notes

Feb 15 2018 by Richard Medina

Approved agenda from 11/30/2017

- clarified ITS is developing stats and reports component of the ITS website. Joe indicated he wasn't aware of any specific plan. we noted that it may have been a discussion but nothing concrete.

ITS report from Joe

student access to d2l: will get clarification if all students access or can access D2L for all courses

eportfolio system assessment

- Joe not convinced of D2L's eportfolio solution. Joe will be assessing additional options for eportfolio but no requirements have been clearly developed -- will initiate development of requirements to assist assessment of eportfolio systems.
- Joe: demos are good places to elicit feedback on requirements and more highly suited solutions but low participation at these events.
- **D2L** Geri: demo was ineffective and not geared towards needs of participants)
- **Watermark**: Geri: saw more positives and possibilities for integration. Jeannie: questions on data input but liked it.
- clarification of eportfolio initiative:
 - o for school of ed - student portfolios
 - o for faculty dossiers
 - o for students -- ideally but should be addressed in requirements to extent possible
- Geri: **Chalk and Wire** used in ED but not really utilized by faculty. Used by student teachers but overall use not significant.
- Joe: based on Geri's comments, Joe requests that we put together our views on requirements for eportfolio systems assessment

Crisis in ITS (Adele Ludi attends to help us become aware new issues)

- Joe: lost two employees in help desk
- Solution: merging EOS, help desk, and purple pub lab into support organization. Help desk will be relocated to purple pub. Eos stays in Eos office in Siniger
- Crisis ==> cutting back hours at the student help desk (for D2L) b/c if underutilization between 7 and 10pm (document containing call logs shared at meeting)
- ZOOM HOURS: 8a-10p, SAT: 9-5pm
- D2L new support hours: M-F 8-7pm
- Joe will be evaluating jd's to optimize skill level and support area. E.g. changing jonathan's jd to LMS administrator

D2L community sites:

- Geri: using d2l comm site to upload portfolios. uploading caused initial problems but were addressed
- Adele: permissions managed by d2l admins
- Geri: operating now but concerns about expanded use have been raised

Univ website

- Joe: working with Sean, getting external assistance with website navigation strategies
- Geri: D2L messaging should feed to nmhu.edu (where people look for and notice information)

Online learning task force

- Jeannie - last meeting discussed David York's report -- will probably develop general recommendations (e.g., infrastructure, 3-5 primary general recs)
- Geri: on campus students cannot register for online courses is a policy?
- Jeannie: task force will probably recommend a committee to recommend policy. 2 or 3 more meetings than over with.

ITC description of duties and responsibilities approved Joe moved, Carla seconds**ITS change to eos scheduling system to outlook calendar**

- Joe: make eos rooms self service and integrated with outlook. people can schedule meetings through the calendar service.
- Joe: roll out of new system will involve video tutorials. scheduling taking 50% of operator's time. calendar system frees that up. roll out by midterm.

TODO:

- Joe will provide updated references reflecting new reorganization of ITS support offices. Carla will modify distance learning manual new designations.
- agreed to wait on policy manual changes until more input shakes out.

* next meeting: March 8, 2018 1pm