Meeting Minutes

Wednesday, March 14, 2018 · 10:00 – 11:00 am · MH 258 and Skype for Business

Attendees: Paula Dagnon, Beth Dillard, Greg Hoffenbacker, Rick Nichols, Tony Constantino, Bridget Kelley, Carole Teshima, Keely Flege (Staff support)

1) Reports

a) ATC – Paula

- University is exploring a new travel management system and has asked the ATC for feedback, specifically – what don’t we like about the current system? Expecting a few companies to visit campus to demo their systems (scheduling is still in the works).
  - Major concerns seem to surround budgeting. ATC is excited about the idea of a travel system that is mobile compatible.

- STF proposals – have been pared down from about 30 to about 15.
  - Lauren Mc Clanahan has submitted a proposal for Torsh
  - WCE Resource Centers proposal for new labs was turned down (there will be no new computer labs added in 2018).
  - Rick knows that some general university computer labs will be emptied this summer (replacement cycle). There may be some extra computers available for Woodring.
    - Greg will reach out to George in ATUS to ask for some hand me down computers

b) WAC – has not met

c) Torsh – Paula & Beth

**Torsh** – software that allows students to record videos and then share them with their professors. Professors have the option of returning comments (written or audio) in real time.

Paula & Beth discussed the pros & cons of Torsh with some faculty members:
Pros:

- Convenience! This system would be much easier to use for everyone than trying to combine Canvas + Relay + other tools
- Intuitive system that seems to be easy for everyone to use (students & faculty)
- Allows professors to document student growth & provide feedback in real time
- Option to use personal phone for recording (more convenient for candidates, not as distracting in the classroom as a big video camera)

Cons:

- Sharing – some students want to record their video on a friend’s phone, which has caused some issues in Bridget’s classes already
- Sound/Video Quality: can be an issue, especially when filming from far away
  - Bluetooth microphones as a solution?
- Capacity – do all students have smart phones? What happens to those students who don’t have one already?
  - iPad check out for the quarter as a solution?
- Security – are these videos stored in some local space?
- Budgeting – Torsh is fairly expensive
  - Lauren McClanahan is applying for an STF grant to help cover the cost
  - Special Education is putting the expense into student fees – this works best when they have a full program

2) Planning April Meeting: FERPA

**Inviting Guests:** would like to have the following people present

- David Brunnemer (Registrar) – has the high level of authority that we need
- Paul Cocke – works in crafting permissions for the university
- Rick – will bring tech know-how
  - will look into whether G-Suite is (or isn’t) FERPA compliant before next meeting
- BSD representative? – would be nice to know what districts want & expect new teachers/employees to know. Also interested to know what they are teaching (especially now that they are working in a 1-1 environment).
  - Paula will connect with Brian Paul

**Beth & Paula will reach out to these people to see about scheduling**

**Goal for time with Chairs & Directors:** discuss best practices related to:
• Photo/video sharing (students & staff/faculty)
• Records storage
• Email correspondence
• Student data – what counts as **private** student data?
• Policies – it would be so great to have written policies available to all faculty, staff, and students!
• Pre-service vs In-service teachers – is posting a webpage with photos/videos of CDC children ok?

**Format:** start with a brief presentation, then have lots of time for questions. Ask our guests to come with some prepared answers (we’ll send them the questions ahead of time).

**Timing:** we will visit the CDC instead of asking them to come to our meeting.

3) Items from the Field – Paula

*Did not discuss*

4) **Draft Position Statement for College Level IT Hire**

Beth & Paula drafted a position statement – asked committee members to review it on their own time and then provide any feedback they want to share via email