**Academic Technology Council (ATC) Meeting**

**September 13, 2021**

**Minutes Prepared By:** Nicole Carlins

**Attending**: Richard Fuller, David Bennett, Francis Hartle, Yao Zhang, Jon Radermacher, Phillip Miller, Lawrence Tomei, Daniel Short, Paul Badger

**Regrets:** Natalya Bromall, Arif Sirinterlikci, Jianyu Ma

**Approval of April minutes:** Rick Fuller presented the meeting minutes of the April 6, 2021 meeting to the board for approval, whereupon motion made by David Bennett, seconded by Larry Tomei and unanimously adopted, the minutes was approved as presented.

**Reports:**

* **Lawrence Tomei, SNEHS**: Larry stated he has received questions from faculty regarding the status of virtual rotation as well as the equipment in each classroom. He asked Phill how faculty could acquire training/refresher on how to use the equipment. Phill stated he is able to assist them individually or with a group training session. He, also, indicated no VR equipment would be removed from the classrooms since it was purchased for long-term use in case of hybrid and online learning. While faculty are not required to teach hybrid classes, they are welcome to use the equipment available if a student is unable to attend class due to quarantine/illness or other circumstances. In addition, Rick added the CIT would be available to assist faculty with any type of VR training as needed. Moreover, Rick asked Phill about the Yorktown VR equipment and its potential use in the IDC. Phill stated it is still an option. They have portable carts, which can be installed more permanently in the future. Finally, Larry asked Phill for an update on Microsoft 2019 and its installation across campus. Phill stated Microsoft 2019 is now the standard install in all labs, computers, and classrooms across campus and is available in the self-service portal for installation. The Help Desk can send a reminder on its availability and instructions explaining the installation process. Furthermore, Phill stated VMWare View was retired over the summer and anyone who needs access to academic or administrative software can download it from Amazon Appstream (appstream.rmu.edu). Larry mentioned a possible CIT faculty development seminar providing information on the software center and the different packages available. Larry and Rick plan to discuss this topic further.
* **Yao Zhang SBUS:** Yao stated she had no information to report.
* **Paul Badger & Daniel Short, SEMS:** Paul asked Phill to consider increasing the shared drive quotas. Faculty have come to him stating the quotas on the shared drive do not support the amount of files they need to upload. Both Phill and Rick stated there are other options such as uploading videos to Youtube and utilizing Google Drive. Additionally, Phill stated the quotas can be increased by sending the Help Desk an inquiry and they can increase quotas in Blackboard and on the shared drives. Also, the Help Desk can assist faculty by recommending the proper/best places to store different files. Paul mentioned faculty may not be trained on the different storage options available. However, Rick stated the CIT is happy to help and has a number of resources available. Furthermore, Paul mentioned the engineering department has had issues regarding software licenses in the engineering labs. Phill was aware of the issues and the last report he received was everything was installed and in a good place. However, he said to let him know if anything changes. Finally, Paul asked Phill about possibly finding and installing a whiteboard technology, which did not have a high amount of glare, that faculty can project onto but, also, use whiteboard markers.

Dan had a general question about Banner and the attendance feature. Jon stated the university has not officially adopted the attendance tracker or provided any training; therefore, was unable to answer his question. Additionally, Dan asked the best way to upload files for students to access. Phill answered by stating a couple options such as a Google site, Google Drive, or Blackboard; however, he specified the option you choose is dependent on the audience you are trying to reach. Rick recommended using Blackboard if the audience is students. Larry mentioned conducting a CIT seminar showing faculty how to upload different files and make them accessible to audiences both on and off campus. Rick suggested the library possibly doing short videos regarding this topic. He plans to discuss more with Larry following the meeting. Finally, Dan mentioned a useful keyring tip for the Duo security login.

* **David Bennett, Library:** Dave mentioned a printer issue with printers not validating the network. Fortunately, the issue has been resolved at this time. Phill stated the issue was a result of two different updates, which occurred two months apart. Additionally, Phill indicated they are currently monitoring other printers across campus.
* **Frank Hartle, SIHSS:** Frank stated he had no concerns to pass along from Natalya, but he did mention a student concern regarding the student version of Microsoft 2019. Phill said students have access to Office 365 free, which includes a downloadable version. Unfortunately, it requires an authenticator to login in order to use those tools. Currently, the University does not have student licensing for Office 2019. If they want to install a version of Office on their local computer, they can retrieve it from rmu.edu/getoffice365. If the student is utilizing a specific function or feature which requires Office 2019, the student would go to Amazon Appstream (appstream.rmu.edu) and login for a session and use Office 2019 for the time they are logged in.
* **Rick Fuller, CIT:** Rick asked Phill about printing issues from Navigate and DegreeWorks; however, Phill was unaware of the printing issues. Rick stated he would obtain more information and relay it to Phill. Additionally, Rick brought up the issue surrounding the current Blackboard template and the changes, which occurred with the switch to Banner. Furthermore, Rick discussed the administrative course searching changes, which have recently occurred. Rick asked Phill to discuss the topic further at a different time. Finally, Rick discussed an issue with the use of VMWare View by faculty when working at home. Jon stated faculty were sent a notice on August 21 informing them VMWare was officially retired and it should not be functional at this point. At this point, all faculty should be utilizing Appstream. Moreover, Rick mentioned a few part- time faculty were having firewall issues when working on a non-RMU computer and he referred them to the Help Desk. Furthermore, Rick mentioned eduroam and accessing certain items. When on RMU’s campus, Phill suggests using RMU Secure, instead of eduroam, when accessing certain items. Finally, Rick asked Phill how faculty could acquire paid versions of different freeware used. He responded by saying they should contact their dean and purchasing.

**Old Business:**

* **Updating of Minimum Technology Standards for Students** – Rick updated everyone on an item discussed at the last meeting regarding the minimum technology standards written about a year ago. They have been accepted and published as part of the new policies.
* **Microsoft Office 2019** – Phill discussed the topic during Larry’s report. However, he added faculty can do a self-service upgrade to Office 2019 and the Help Desk is glad to assist them as needed.
* **Ally Software for ADA Blackboard Compliance** – Rick asked Phill to move this topic forward. Phill stated he will work with purchasing and organize a formal presentation with Ally. Rick, also, stated he would reach out to purchasing and circle back to Phill.

**New Business:**

* **Current Technology Issues** – **Phill Miller**: While it is still in draft form, Phill stated there will be an adjustment to the Duo login which is checking for outdated operating systems and web browsers. Phill has a finite list of who will be impacted and plans to work with them. He stated he wants everyone who is issued a RMU computer to do all of their work on that computer and not a home device. In the future, it will be slightly more restrictive in terms of accessing administrative information from what is considered a vulnerable, out-of-date computer. Furthermore, he indicated more details will be forthcoming regarding this adjustment.

**Next Meeting Schedule:** Rick stated the next meeting will take place on November 11th at 9:00 AM.