**Academic Technology Council (ATC) Meeting**

**April 12, 2022**

**Minutes Prepared By:** Nicole Carlins

**Attending**: David Bennett, Phillip Miller, Natalya Bromall, Arif Sirinterlikci, Lawrence Tomei, Jessica Kamerer, Jianyu Ma, James Chiaramonte

**Regrets:** Jon Radermacher, Richard Fuller

**Approval of February minutes:** Jessica Kamerer presented the meeting minutes of the February 21, 2022 meeting to the board for approval, whereupon motion made by Lawrence Tomei, seconded by Phillip Miller and unanimously adopted, the minutes was approved as presented.

**Reports:**

* **Lawrence Tomei, SNEHS** – Larry mentioned a few issues within the School of Nursing in Scaife Hall and Jimmy discussed the issues. The first issue was in Scaife 13. Jimmy had to replace the hardware for the Google Meet due to continuous issues. He, also, stated there had been eight tickets for this particular classroom throughout the semester. In addition to the hardware issue, Jimmy specified some of the issues were due to faculty not clicking “present to meeting” or were not in video conferencing mode. Furthermore, since replacing the hardware, he has not heard of any further issues. Additionally, he stated the problems in Scaife 15 were three-fold: not clicking “present to meeting”, trying to play copyrighted content, and not inviting the classroom to the Google Meeting. Larry asked for a guide on how to operate the VR equipment/Extron to be added to the rooms as a refresher. Jimmy stated each room should have one; however, they have been known to walk away. He will look into replacing the ones which have gone missing.

The next issue Larry stated pertained to ExamSoft in the School of Nursing. Jimmy stated the two tickets they received revolved around a student’s laptop not being compatible with the software; however, both issues were resolved. Jimmy continued by saying most of the issues have been with the student’s laptops, not a network issue. Additionally, he mentioned there are spare laptops in a cart in the part-time faculty office in Scaife Hall which Tina and Charlene have access. A student could use a laptop for class if needed as long as they inform them ahead of time. Furthermore, Jessie asked Jimmy who in the Help Desk was trained to handle ExamSoft issues and he stated Mike Evans and Eric Salopek. Moreover, he mentioned some of the student workers can assist with troubleshooting as well. Finally, Phill stated it would be helpful to hold a session with the faculty, graduate assistants, and the IT department to discuss the reoccurring issues and the resolutions.

* **Jianyu Ma, SBUS –** Jianyu said he was not aware of any current issues to report.
* **Arif Sirinterlikci**, **SEMS** – Arif was only aware of one issue. The issue pertained to the slow replacement of outdated computers which serve the lab stations/equipment in the science department. He had not heard back from the engineering or math departments regarding any other issues.
* **David Bennett**, **Library**- David stated he had no issues to report. However, Phill mentioned the library website will be undergoing a significant transition in the near future, since the library will become part of rmu.edu.
* **Natalya Bromall,** **SIHSS** – Natalya stated there has not been many changes since the last meeting regarding any issues. However, she said there was one issue with recording lectures in Hale. Phill stated the record button was removed from the Logitech tap after an update was made by Google in the Fall semester. As a result, Phill indicated they provided work arounds including logging in from a web browser and starting the recording that way. Additionally, he said they resolved a licensing issue students were experiencing and now all students and instructors have the ability to record. Moreover, Phill specified there will be upgrades made over the summer to MediaWeb and INFS Web. Furthermore, Natalya asked about improving the speed of Appstream. Phil stated they can add more resources to finding ways to improve the speed. Lastly, he said he can work with Natalya directly regarding INFS Web improvements on how to access it quicker.

**Old Business:**

* **Ally Software for ADA BB Compliance** – Phill said he met the new representatives from Blackboard last week. He mentioned to them the university is very interested in a demonstration of the Ally software. He, also, indicated Ally software will assist faculty when it pertains to making Blackboard shells ADA compliant. Finally, Phill stated the representatives plan to set-up a demonstration in the near future.
* **IDC VR Equipment** – Jessica stated the VR equipment has been installed in the IDC. She thanked Phill and Jimmy for setting it up.
* **Cielo24 Utilization and Contract Status** – Jessica indicated Rick wanted everyone to know the Cielo 24 contract has been settled. We can now use it as needed with no annual commitment. Therefore, this resource is available to any faculty or staff member who wants to use it.
* **Respondus Utilization and Contract** – Jessica stated the university is still evaluating the need and utilization to determine if it is worth reinstating. However, they are leaning towards the student paid subscription-based version of Respondus Monitor. Phill said the students would have to pay a $15 annual fee which would not be included in the book bundle. Nevertheless, no definitive decision has been made at this time. Furthermore, Jessica stated Lockdown Browser is still available in Blackboard.

**New Business:**

* **Banner Status and Questions** – Jessica said Jon would not be present for the meeting; therefore, no update/information was be provided regarding Banner.
* **Academic Technology Software Budget Review** – Phill shared and discussed the 1190 Academic Equipment and Software budget spreadsheet. He stated about three years ago they came up with a methodology to code each software purchase and connect it to the school using the software. Phill specified the overall budget is $410,000; however, thus this year-to-date we have $515,000 of spending. Additionally, he mentioned this budget has been cut over the last few years, but nothing has been cut through the budget cuts. Nevertheless, each item is reviewed yearly by Phill and Jimmy with the software owner to ensure if it is still needed and/or being utilized. As a result of their findings, they can possibly shop around for a cheaper alternative. Moreover, some of the larger items he discussed on the spreadsheet included Blackboard, Bloomberg, SPSS, Question Pro, Library OCLC, Respondus, engineering software, Rise Vison, and Turnitin. In addition, Phill stated he goes through the complete list of items yearly with Jon and Mary Ann to ensure the list is appropriate. Larry asked if Phill can add to the list if an item is licensed or is a subscription. Additionally, Larry asked about software each of the school’s purchase. Phill said, if a school buys software out of its own budget, it will not be on the list. Larry mentioned, to the other representatives, it may be important they know what software their schools are purchasing which is not on the 1190 budget list. Furthermore, Phill stated if a purchase is coded as software in Unit4 they are aware of the purchase. However, any request which passes through procurement and is computer hardware or software, he and/or Jim Mahoney are notified so they can review the company and scan for any security risks. Finally, Phill noted there was a policy decision made to restrict administrative access on work stations as a way to ensure software is not being purchased and added to computers without IT or Jim Mahoney’s knowledge and review.
* **Lab/Classroom & Faculty Computer Upgrades** (status/plan for 2022-2023) – Phill stated each year the capital committee provides funds to replace faculty/staff laptops, computers around campus, projectors, and podium equipment. Everyone is on a 4-5 year cycle for computer replacement. Therefore, as a faculty/staff member approaches the end of their warranty, they are notified to schedule a time to pick-up their new laptop. Jimmy stated for this past year, 20-25 faculty members have not replied to schedule their appointment to upgrade their machine. For this upcoming year, there are 75 faculty laptop upgrades, both Dell and Mac, between the schools. Those laptops will be purchased after June 1st once the funds become available. However, Jimmy mentioned there is still a parts shortage and manufacturing delay due to COVID so he is unsure when they will come in. Nevertheless, the upgrade process can take anywhere from an hour to four hours depending on how much data is on the old laptop. Basically, the less data the quicker the upgrade. Additionally, Jimmy discussed the lab and classroom upgrades. He mentioned there are upgrades slated in John Jay 233, The Learning Factory, Library, Patrick Henry 100, School of Business 118 lab, Scaife Hall 207 lab, some Scaife hall instructor podiums, part-time office in Scaife Hall and Hale, Wheatly 119 lab, two conference rooms on second/third floor, and Yorktown Hall computer lab. With regards to classroom A/V, Jimmy stated they have ten projectors to replace between Wheatly, Patrick Henry, and John Jay. Additionally, he is looking to obtain new motorized screens for the John Jay science area as well as Nicholson 414 & 415. Finally, the Extron equipment in Hale needs to be replaced. Furthermore, Jimmy shared the classroom A/V summary and faculty laptop upgrades document with the group. Finally, Natalya asked what options faculty have if the hard drive is too small for all the software. Jimmy responded by stating if anyone is having this issue to contact the Help Desk to find the best answer for their needs.
* **Current Technology Issues** – Phill said he had no additional updates to report other than what was already discussed above.

**Additional Items:** Larry mentioned and discussed the test spam and phishing messages faculty have been receiving this year. Phill stated they subscribe to a system called KnowB4 which is a training platform that sends simulated phish to faculty each week. He stated clicking on unsubscribe is just as detrimental as clicking on a link. Phill recommended faculty open the phish template email, look at it, and then either report, delete, or ignore the message. Additionally, he mentioned an orange hook tool in the Gmail mailbox. For instance, when a faculty member is logged in to Chrome, faculty can click on it if they believe the message is spam or phish. Finally, Phill discussed different ways to identify spam and phishing messages and showed an example. Moreover, Phill discussed why these test messages are important and the consequences of phishing scams.

**Next Meeting Schedule:** The next meeting will take place in the Fall semester.