Senate Information and Instructional Technology (IIT)
Thursday, August 20, 2020
11:00 AM
WebEx Meeting

Minutes

In Attendance:

- Fabien Baron
- Jessica Cino
- Glenn Harrison
- Ewa McGrail
- Phil Ventimiglia
- Kim Bennett
- Charlette Deloach
- Xiaochun He
- Samantha Parks
- James Williams
- A. Borthick
- Michael Diebert
- Susan Laury
- Bala Ramesh
- Yongsheng Xu
- Phillip Bruce
- Angus Galloway
- Jeffrey Mahr
- Victoria Rodrigo
- Brendan Calandra
- Chris Goode
- Robert Maxwell
- Nancy Schafer
- Yu-Ping Chen
- Mark Graves
- Leslie Meadows
- Andrey Shilnikov

CALLED TO ORDER

APPROVAL OF MINUTES

Motion was made and seconded to approve the minutes of May 14, 2020, as presented.

INTRODUCTION OF NEW MEMBERS

New and returning committee members introduced themselves and their respective academic departments.

IIT REPORT

Phil Ventimiglia reported that much effort has been made, since the Spring, to support the digital pedagogy being utilized for the Fall semester.

- VPN has been upgraded. Instead of supporting 1,000 simultaneous connections, it now supports over 5,000 connections. This has helped with the bottleneck.
- Cisco WebEx has increased its capacity to support usage. There has also been an increase in the use of Microsoft Teams. Both have added new features. WebEx will now support the use of breakout rooms. Teams now supports the addition of a phone number, so users have the ability to call in.
- Interactions with students has transitioned with an increase in digital communications.
Chatbot has expanded. LiveChat was added for the Registrar’s Office. Live Chat has been very successful. Within a minute of launching, there were 12 sessions, and within the first week 400 sessions.

Due to the increase and expansion of digital communication, there have been a decrease in phone calls being rolled over to Blackbaud.

- Over the summer, to assist with the transition to online learning, the IIT department purchased a large number of digital devices: PCs, iPads, and hotspots. With the increase in inventory, the department is ready to support all students in need for the Fall semester. IIT is prepared to purchase more digital devices, if necessary.
- The IIT department implemented simulcast classrooms and various rooms on campus where a class can be broadcasted in an interactive fashion, wherever they are located.
- As part of Office 365, Microsoft has created Bookings. This allows walk-up services for students to book appointments for face-to-face meetings. Bookings can be linked to Microsoft Teams, virtual sessions, and a couple of other options.
- With the increase in the university’s online presence there has been an increase in cybersecurity awareness. IIT is not only protecting the university, but individuals as well.
  - The IIT department is offering Cylance Antivirus for home usage. This will help protect non-GSU devices or devices with any antivirus software.
  - The software can be downloaded from the GSU Technology page: www.technology.gsu.edu

A lengthy discussion ensued, as members asked questions and expressed concerns regarding the following:

- Students do not have access to Microsoft Teams, but instructors can use WebEx Teams, which is integrated into iCollege, to interact virtually with students. If an instructor prefers to use Microsoft Teams, they can copy and paste student email addresses and invite them to use Microsoft Teams. If faculty want to follow-up with students, they have the ability to communicate with students solely through the iCollege email.
- All GSU students have access to Office 365.
- IIT is continuing to work with Respondus on the Lockdown Browser’s affordability. As of right now, the proctoring labs on campus are available for courses that prefer to use the service. The proctoring labs have implemented social distancing and safety guidelines.

**VARIANCES REPORT APPROVED BY CHAIRMAN**

As Chairman, Dr. Goode can approve variance requests that are under $10,000. Any request that exceeds that amount will be brought before the committee for voting. Also, representatives from the department making the request will be available to answer any questions.

Dr. Goode approved the following requests:

1) The Chemistry department, downtown campus, simply clarified some line items.
2) Brennan Collins requested to move funds for an undergraduate assistant, who was not going to be on campus, to a graduate assistant, who would be on campus.
3) The Anthropology department requested to move funds from one line to another to cover the cost of an item that required more funding than was previously requested.

ELECTION OF SENATE IIT CHAIRPERSON FOR FY2021

Dr. Goode opened up the floor for nominations for IIT chairman. Dr. Chris Goode was nominated for Chairman. With no additional nominations, a motion was made and seconded to close the floor for nominations.

Action: Chris Goode was elected as Senate IIT Chairman for FY 2021.

NEW BUSINESS

Per Dr. Goode, Julian Allen (who was unable to attend the meeting) wants to discuss the student technology fee at the next meeting. The student technology fee is one of many mandatory fees imposed on the students. Other mandatory fees include: the athletic fee, the activity fee, and the library fee, etc. The total number and amount of mandatory fees has remained unchanged for last 12 years. However, the costs that the IIT department incurs, as a result of software licensing, hardware upgrades, and other technology expenses, have continued to increase. Given the circumstances, it may be the right time for discussing a change to the student technology fee.

IIT is looking into purchasing a software license for the use of Zoom, as more faculty are using the software for research and conferences.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:39 AM.

Respectfully submitted,

Joyce Carroll