Senate Information and Instructional Technology (IIT)
Thursday, March 11, 2021
11:00 AM
WebEx Meeting

Minutes

In Attendance:

Matthew Adjin-Tettey    Kris Clark    Chris Goode    Ewa McGrail    James Williams
Saadh Ahmed              Allison Calhoun-Brown  Krista Graham  Adoley Plange  Yongsheng Xu
Kim Bennett              Charlette Deloach    Xiaochun He   Bala Ramesh    Nancy Jo Schafer
Amy Bruni                Denise Floyd       Kevin Hsieh    Phil Ventimiglia
Brendan Calandra         Gerald Fowke        Jeffrey Mahr  Lee Webster  
Yu-Ping Chen             Angus Galloway       Robert Maxwell

CALLED TO ORDER

APPROVAL OF MINUTES

Motion was made and seconded to approve the minutes of February 11, 2021, as presented. Motion passed unanimously.

IIT MONTHLY REPORT

Phil Ventimiglia gave an update on the latest improvements in WebEx. He reported that Cisco has ramped up WebEx to keep it competitive with Zoom and other competitors.

- One feature is the ability to use reactions without having to interrupt someone talking.
- Breakout sessions were added earlier this year and participants can choose what session they want to attend.
- There will be a pre-meeting lobby, which will look similar to a personal room. Participants will wait in the pre-meeting lobby, if they join the meeting early. Once the meeting starts, participants will be allowed to join.
- Q&A section will provide a space for meeting participants to type in questions to host(s).

Discussion ensued as a member asked a question about continuing support for Microsoft Teams.
**STF PROPOSAL UPDATE**

Amy Bruni reported that she is still waiting for one committee’s voting report, which she should receive this week. After she receives all voting committees’ report, IIT and Facilities DCS (Design & Construction Services) will review all proposals for accuracy, concerning funding to execute. IIT and DCS will take two weeks to review. After that time, the unit coordinators will review their proposals one more time. Amy will then make a report of all proposals to present to this Committee on April 8th for approval. A lengthy discussion ensued as members posed questions, concerning the eligibility of incoming and outgoing committee members and conflict of interest, regarding voting on STF proposals.

**SENATE IIT FUND UPDATE**

Dr. Goode reported that the Senate IIT funds only received two proposals. One proposal is a campus initiative to use a strengths inventory to survey various students. The other one is from Career Services to fund Handshake, a job matching program. Both proposals were approved at 100% funding.

Currently, this committee has a surplus of $48,000. The sub-committee recommended moving these funds to classroom refresh. This recommendation will be addressed in the future, as the surplus may be needed for other unit proposals funded at lower percentages.

**COLLEGE OF LAW VARIANCE REQUEST**

Gerard Fowke from the Law Library has two fully funded STF proposals for FY20. As a result of savvy price negotiations, they now have a surplus of $2,700. The Law Library is requesting to transfer this surplus to the College of Law classroom and computer refresh proposal, which was funded at 80%. Discussion ensued.

**Motion:** A motion was made and seconded to approve Law Library’s variance request to transfer $2,700 Law Library to College of Law. Motion passed unanimously.

**DAN BRAGG EXPENSES VARIANCE**

Lee Webster reported that some full-time positions are funded via the Institutional Mandates budget. This year, one employee retired, who has been funded from Mandates budget. When someone retires, GSU must pay out their vacation and voluntary separation. However, the amount of money allocated in the mandates budget, was only for salary and benefits. There are not sufficient funds to cover the retirement vacation payout. Lee is asking for approval to use carry over funds to cover the vacation pay out. Discussion ensued.

**Motion:** A motion was made and seconded to approve using carry over variance funds to pay for the employee vacation payout. Motion passed unanimously.
RESPONDUS WEBCAM DISCUSSION

Based on last month’s discussion, concerning bias practices in Respondus, Dr. Goode wanted IIT to clarify some issues. Tracy Adkins submitted the following, via email, to Dr. Goode:

Respondus has provided me with a response that is riddled with a lot of jargon that may not be super digestible by all audiences. The gist of their response is that they use facial detection which can be negatively impacted by poor lighting, low quality webcams, and slow internet connections. They recommended that students be given guidance on best practices such as:

- Take the exam in a well-lit room.
- Having multiple light sources in the room is better than a single light source.
- Ensure there is a lighting in front of your face.
- Avoid having a light source directly behind your head (especially an outdoor window)
- If the features of your face (e.g. eyes, nose, chin, etc.) cannot be seen clearly during the webcam check, do not proceed until the problem is resolved. Video segments are more likely to be flagged for review if your face cannot be seen clearly.

Kim Siegenthaler is reviewing the Respondus response to see how we might want to release it and possibly massage the language. This doesn’t seem to be an issue with just Respondus but with other vendors that use facial detection. We have spent some time the last few months reviewing various proctoring vendors – Proctorio, HonorLock, Examity, and others and this issue is one that comes up for them all.

In Respondus, in particular, instructors can choose to not interrupt a student’s exam if their face is not detected. I would recommend that instructors use this approach so as not to add to a student’s stress level during an exam.

Dr. Goode stated that he is on Petitions Committee and they are addressing the rise in academic dishonesty. It’s been reported that Respondus is disproportionately affecting students of color and with disabilities. A lengthy discussion ensued.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:55 AM.

Respectfully submitted,

Joyce Carroll