Meeting was called to order at 1:00 p.m.

In attendance:
- J. Anderson, T. Buma, E. Borkowski, A. Morris, F. Orellana (via phone conference), D. Snyder

Absent:
- K. George, S. Gupta ’15, F. Maloy, A. Meyghani ’13

1. Review and Approval of Minutes from 4/22/2013

2. “Supporting faculty explorations of existing or emerging technologies” Proposal-update
   a. Two additional items were added to the proposal:
      i. Faculty Development Institute: Offer a week long program during the summer, up to ten faculty will have the opportunity to work on a curriculum development project which will strengthen their instructional practice by learning how to leverage appropriate technology within instruction. Participants will receive an iPad (or an equivalent stipend) upon completion of the summer program.
      ii. Strengthening IT infrastructure: Piloting and possibly adopting a campus wide lecture capture software solution that could be used in any classroom, as well as in situations where the campus closes unexpectedly (e.g., weather, emergencies, etc.).
   b. The committee raised a few points and questions for ITS consideration. In terms of lecture capture, a question was raised about how one would capture instructors using the board – need to consider how this would be done easily for those instructors. Some faculty might hear lecture capture and tie it to the MOOC phenomenon. There also may be resistance to lecture capture because there is the assumption students won’t come to class if they know it is being recorded. Other questions were raised about whether or not the content would be available beyond “Union’s walls” and whether or not the title of the proposal was too narrow, simply focusing on the faculty exploration of emerging technologies.
   c. The proposal is asking for two years funding so ITS can evaluate the most effective ways to support faculty.

3. Google Apps for Education Migration–feedback on faculty support ideas
   a. ITS is still on track for a mid-July migration to Google Apps for Education and asked for feedback on ideas they are discussing for supporting faculty during the migration. ITS will be recommending using the Chrome browser, but will also be
providing information on how to update the settings in an email client for those who wish to continue using a client.

b. ITS asked about ways to support faculty who have archived email. ITS anticipates that most faculty will have their archived email on their own computer, rather than on a network drive. We are planning to have open workshops on campus during the rollout where faculty can get needed help and questions answered. The committee was asked for feedback on this model and if they’d be comfortable getting help during these workshops from a student worker. Feedback indicated this would be a good model and that they would be comfortable with a student helping as long as the student is competent.

c. We have had a few requests from faculty for the inclusion of Google “non-core” services, like YouTube and Google Hangouts. The “core services” (i.e., Gmail, Drive, Calendar, Talk, Contacts, Groups, and Sites) are covered under the terms of service discussed during the decision process. These “additional services” fall outside of these terms and will require users to agree to an “additional services terms of service.” These differences in service agreements between “core” vs. “additional services” need to be clearly explained and understood by faculty before ITS can proceed with turning these additional services on. Ellen is going to send a survey out to faculty to find out what tools/services they use and have asked the committee if they would be open to reviewing the wording of that message.

4. Acceptable Use Policy
   a. The committee reviewed the email response from the lawyer about our concerns over the “property” reference what that actually means. The committee asked if the wording in the email response could be incorporated into the policy itself. Ellen will follow up with the lawyer to see if additional clarification could be provided in the policy write-up.

5. New Business
   a. ITS decided on Cisco for its VOIP solution and are currently confirming the needed infrastructure and planning how we will deploy the system. Due to the state of our network infrastructure this will be phased in over several years.

   b. ITS is sending out a web conferencing survey to campus this week to identify remote meeting/conferencing needs. We encourage all faculty and staff to take the survey as it will help inform the software solution deployed in the coming months.

The meeting was adjourned at 1:50 p.m.

Reminder: LCACT website:
https://its.union.edu/about-its/committee-academic-computing-and-technology