

Instructional Technology Advisory Committee

Minutes

August 14, 2023

Present: Carrie Bachhofer, Brandon Bell, Karen Cook, Lee Wright, Gary Fisk, Royce Hackett, Joni Hammond, Kim Hasbach, Stephanie Harvey, Justin Hodges, Anthony Lassiter, Tom Lorenz, Shannon Perry, Josh Slatton, Bob Slenker, Susan Stephens, Anh-Hue Tu, Zachary Ward

The meeting was called to order by Gary Fisk and the members introduced themselves.

Lee Wright was selected as the chair of the committee for this academic year.

Karen Cook was selected as the secretary of the committee for this academic year.

The committee will look at the budget and technology plan for the classrooms at the next meeting.

Justin Hodges will work with Gary Fisk to create a PDF workshop for the Teaching with Technology teaching circle based on the survey that was completed by the ITAC committee last year. Stephanie Harvey will also assist with the workshop.

The committee was asked to think of any topics related to instructional technology that we may need to discuss at future meetings. These suggestions will be given at the next ITAC meeting.

There will be a discussion on appropriate and non-appropriate uses of artificial intelligence following the ITAC meeting at 10:00 led by Gary Fisk.

Royce Hackett informed the committee that IT will be working towards moving our current phone system over to VoIP.

Dynamic Forms was also mentioned. Royce Hackett informed the committee that the campus is slowly moving all forms to dynamic forms. There have also been requests from Academic Affairs and Auxiliary Services to move to Smart Sheets.

Gary Fisk mentioned that MyGSW is replacing Beacon for student alerts. He asked the members to let the committee know of any issues with the new systems and any recommendations to improve the system.

The next meeting will be Friday, September 29, 2023 at 11:00 AM in the Morgan Conference Room.

ITAC Agenda for 10/06/2023

1. Approval of minutes from previous meeting
2. IIT Steering Committee meeting synopsis- (Lee)
3. Tech fee budget status and plan for the year (Anthony and Bob)
4. RAIN and advisor lists- Could RAIN list advisors for all students in an instructor's course? (Lee)
5. Teaching with Technology teaching circle update (Gary)
6. Other new business/discussion

Instructional Technology Advisory Committee

Minutes

October 6, 2023

Present: Brandon Bell, Karen Cook, Gary Fisk, Royce Hackett, Kim Hasbach, Stephanie Harvey, Anthony Lassiter, Tom Lorenz, Shannon Perry, Bob Slenker, Anh-Hue Tu, Lee Wright

The meeting was called to order by Chair Lee Wright.

The minutes of the August 14, 2023, meeting were read. Stephanie Harvey made the motion to approve the minutes. Gary Fisk seconded the motion. All in attendance agreed.

Lee Wright gave a summary of the IIT Steering Committee meeting. The following items were discussed:

- There is a new password system in place for incoming students
- There is a new class schedule system being used
- New security cameras were installed in select buildings and parking lots
- Instituting preferred names online is being looked into

Anthony Lassiter gave an overview of the Technology Fee and how it is being used. The summary is attached. Gary Fisk commented that some of the items that are currently being covered by the technology fee is funded elsewhere at other universities. IIT will meet with Jeff Hall to request additional funds to cover the negative balance in the account.

Gary Fisk suggested that the new MyGSW be evaluated to determine if it is being used enough to justify the expense of the software.

Lee Wright has spoken to Krista Smith about having a way in RAIN to be able to print a list of students and their advisors. This would be very helpful when trying to send alerts to advisors concerning their advisee's.

Karen Cook will request that the class list on RAIN be set up in alphabetical order by last names instead of the current set up ordered by first names. She will also request an option or instructions on how to export and/or print the class lists from RAIN.

The advisee list in RAIN has been improved.

Gary Fisk gave an overview of the Teaching with Technology Teaching Circle. The teaching circle has covered the following topics:

- During Planning Week – AI and Its Implications in Higher Ed was discussed.
- Alla Yemelyanov led a Georgia View Training session for new employees
- Alla Yemelyanov also led a session on new Georgia View features
- Stephanie Harvey led a session on Adobe Acrobat tips and training
- Gary Fisk and Ellen Cotter will lead a session on Georgia View tips and tricks next week

Gary Fisk created a Microsoft form to help with Teaching Circle leaders to report a summary of their meeting and the attendance.

Gary Fisk asks members to share any ideas they may have for topics to be covered for the Teaching with Technology Teaching Circle.

Ellen Cotter had asked if the students log in to the computers could be connected to their log in into the other GSW applications to save time having to log in to each one individually. After discussion, it was determined that these are 2 separate systems and there are too many security issues involved.

Stephanie Harvey asked about the GSW guest wifi password. The password changes every 30 days. If anyone needs the password, they can request it from OITT.

The committee will meet again in late January or early February. The meeting date and time will be determined at the first of the year.

ITAC Agenda for 2/9/2024

1. Approval of minutes from previous meeting
2. IIT Steering Committee meeting synopsis (Lee)
3. Advisor list in RAIN (Lee)
4. Discussion of use of myGSW by faculty and academic groups
5. Discussion about Turnitin Draft Coach?
6. Discussion of DegreeWorks reliability (Gary)
7. Topics from IIT
8. Further AI training (Gary)
9. Other new business

Instructional Technology Advisory Committee

Minutes

February 9, 2024

Present: Carrie Bachhofer, Karen Cook, Gary Fisk, Royce Hackett, Stephanie Harvey, Justin Hodges, Anthony Lassiter, Ty'ina Moore (SGA Representative), Anh-Hue Tu, Lee Wright. Kimberly Hasbach

The meeting was called to order by Chair Lee Wright

The minutes of the October 6, 2023, meeting was reviewed. Due to the lack of a quorum, the approval of the minutes will be voted on by email.

Karen Cook gave an update from the October meeting concerning the class list in Rain. In order to have the list sorted by last name, you will have to select the option at the bottom of the list titled GSW Class List. This will also give you the option to print the list.

Lee Wright gave a summary of the IIT Steering Committee meeting that was held on January 25, 2024. They would like for myGSW to be used more by the faculty and staff. It is currently not being utilized to justify its cost. Everyone was also reminded to complete the security awareness training.

Lee Wright notified the committee that the advisor list in RAIN is working and is a helpful tool to use.

myGSW Alerts were also discussed. A recommendation to send alerts via email and include a GSW email address that will collect all of the alerts was suggested.

The following Alert concerns were discussed:

1. There is a security risk that alerts may go to people other than those intended
2. If you are the advisor, the alert only goes to you
3. It takes a lot of time and work to look up each student to determine who to send the alerts to
4. Some alerts are sent without student names
5. There is no way to send multiple alerts at once like in Beacon

Gary Fisk gave some tips for using Turnitin Draft Coach. The web version of Word is required to be able to use the application. It will check for citations and grammar. It will also point out weak sentences but does not correct them unlike Grammarly. This is helpful in allowing students to make their own corrections. SGA had originally requested for Grammarly to be purchased through technology funds, but this feature was already included in what the university has purchased with Turnitin. Faculty and students are encouraged to use the program and report back to the committee.

The reliability of DegreeWorks was also discussed. DegreeWorks is still not working for some faculty despite the suggestions previously given. The university will transition to Responsive Dashboard which is expected to correct the issue. No date for this transition has been given.

Anthony Lassiter went over the current budget and expected expenditures with the committee. The budget will be included in the minutes for a quorum vote.

Gary Fisk reported that the Teaching with Technology Teaching Circle has discussed the topic of AI and its use in the classroom. More faculty training on how to use AI instead of how to “police” the use of AI is needed. Training on how to use AI to help students with their assignments and ethical issues were discussed. AI needs to be disclosed when it is used with graded assignments. Group session trainings were suggested during SouthWestern week. Gary Fisk also suggested that an official policy may need to be developed through the office of Academic Affairs.

Ty’ina Moore asked on behalf of SGA if the use of AI will replace the Writing Center. Students are using AI to do the work instead of using the Writing Center to learn how to actually write.

The next committee meeting will be determined through email.

Submitted by Karen Cook

Computer installations and Needs List

Computer Installations FY24

- Teacher Stations:
 - 57 Lenovo computers (in process)
 - 16 Dell computers (complete)
 - May have a couple Lenovo computers left over.

Computer Needs FY25

- Roney 311 – 13 Computers
- Jackson Hall 205 – 17 Computers
- Library Downstairs – 18 Computers
- SSC 1209 – 36 Computers
 - Total: \$75,000

A/V Needs FY25:

- Collum Hall 102, 103, 205, 209, 304, 306, 308
 - Total: \$80,000

Computer Needs FY26

- Library Upstairs – 21 Computers
- Nursing Simulators – 6 Computers
- Writing Center – 8 Computers
- Roney 207 – 8 Computers
- English 113 – 17 Computers
- Nursing 128 – 2 Computers
- Sanford Hall – 2 Computers
 - Total: \$64,000

Windows 10 EOL is October 25' (FY 26). We have 3 fiscal year budgets to replace all of the computers listed in red.

ITAC agenda for 4/12/2024

1. Approval of minutes from previous meeting
2. Minimum GeorgiaView expectations- Bryan Davis
3. Update to the status of DegreeWorks and Responsive Dashboard
4. Migration plan to Windows 11?
5. Turnitin Draft coach and Grammarly update-
6. Topics from IIT?
7. Other new business

Instructional Technology Advisory Committee

Minutes

April 12, 2024

Present: Brandon Bell, Karen Cook, Brian Davis, Gary Fisk, Royce Hackett, Joni Hammond, Justin Hodges, Anthony Lassiter, Shannon Perry, Bob Slenker, Anh-Hue Tu, Lee Wright, Alla Yemelyanov

The meeting was called to order by Chair Lee Wright

The minutes of the February 9, 2024, meeting were reviewed. Gary Fisk made the motion to approve the minutes. Joni Hammond seconded the motion. All in attendance agreed.

Brian Davis explained the proposal for the guidelines for the minimum expectations for the use of Georgia View in all the classes offered through GSW that use the Georgia View platform beginning Fall 2024. These include face-to-face, online, and hybrid courses. The minimum requirements will include the use of the following tools: syllabus, calendar, gradebook, and announcements. There will be a meeting during Southwestern Week to share these minimum requirements. Alla Yemelyanov will be available for any training that may be needed.

Attendance requirements will be addressed at the May General Faculty Meeting.

The reliability of DegreeWorks was also re-addressed. Some faculty and most students are still unable to access DegreeWorks. There is still no date set for the transition to the Responsive Dashboard.

Gary Fisk asked if there was a plan to migrate all the computers on campus to Windows 11. Anthony Lassiter explained that testing of software on Windows 11 is now being completed and the plan is to upgrade all computers that can be upgraded during the summer break. Other computers will need to be replaced when they can do so.

An announcement was made to remind members that access to BlackBoard Collaborate will end in May. Be sure to back up any files that you may need.

An update to the use of Turnitin Draft Coach was given. The software does not rewrite the material for the students. It only gives them suggestions on ways to improve their writing. The software seems to be working well.

Bob Slenker and Anthony Lassiter attended the SGA meeting on April 9, 2024. They reported on the IT budget and answered questions from the students. Per a request from SGA president Alex Espitia, there will be 2 color printers added for the students to use on campus.

Gary Fisk shared that with the new Microsoft update, using the CoPilot feature, AI can access One Drive to create documents. He also asked the OIIT representatives what the official statement was for the use of OneDrive versus the shared drive. The shared drive can only be used on campus or with special permission. OneDrive is acceptable to use but must be password

protected or encrypted if it contains any data such as student ID numbers or personal information and is shared with others.

This was the last ITAC meeting of the 2023-2024 year.

Submitted by Karen Cook