

University Technology Advisory Committee

Western Oregon University

Meeting Minutes, June 16, 2020; 2pm-3pm

Committee Attendees: Chelle Batchelor (co-chair), Bill Kernan (co-chair), Ryan Jennings, Shahid Abdus, Amy Clark, Camila Gabaldón, Don Vasas, Lisa Catto, Michael Reis, NJ Johnson, Stacey Reiney, Steve Taylor

Guests: Nathan Sauer, Michael Ellis

Note Taker: Beverly West

***Begin Recording

Review minutes

- https://docs.google.com/document/d/1bGRWlr_fKCS9Ag9mh_spwjOuV5J-M9Wrtsn1x1nbMC4/edit?usp=sharing
- Approved, no changes

Introductions

NJ Johnson is ASWOU rep; may change to a someone else with more tech knowledge in the Fall.

New business

- Zoom (or WebEx, Google Meet, etc) capable classrooms -- Nathan Sauer
 - Different than Zoom at home - larger space, etc.
 - Camera possibilities:
 - Pan/tilt/zoom cameras
 - Multiple cameras, incl one at back so students can see what is happening overall, since there may be other students that are attending in-person
 - Audio
 - Multiple mics, incl one on instructor
 - Need to deal with echo/reverb
 - Content sources
 - Computer
 - Doc cam

- Bring-your-own-device
 - Whiteboard and other in-class items - can use whatever you would normally use in classroom
 - Will be able to record for asynch use, just like regular use of Zoom
 - Helpful to have a TA, GA, student to assist with switching cameras, watching chat, starting polls etc.
 - Plan is to use existing smart classrooms.
 - Aiming to add this to 5-6 larger rooms to be ready by Winter term; some RWEK classrooms (smaller) already have this capability.
 - Modalities for Fall mostly already set, less of a need
 - 3 in HWC
 - Smith 121
 - _____
 - _____
 - Steve Taylor noted that the larger rooms would be more difficult to manage while the faculty member is actively teaching; however social distancing requirements necessitate using larger rooms.
 - Remote support capabilities? Technically speaking, can be done, but might be a challenge to know exactly what is needed or what is going on without being there in person.
 - A number of classrooms (~20) do have recording capabilities (camera etc) but they don't work with Zoom or other video conferencing software.
 - Quality of doing synchronous with just a laptop vs this setup: poor, because teaching in front of a classroom is different than sitting at a desk for a meeting. And the quality of audio will be much worse.
 - ASWOU concerned that this isn't happening during the Fall. There will be many students unable to attend in-person due to health concerns, and 42% of sections are currently listed as in-person.
 - Also need to consider how interpreters will be utilized - will they be in-person, or via Zoom/WebEx etc?
 - This is part of the reason that high-quality audio is important.
- Summer meeting schedule / When2Meet poll
 - <https://www.when2meet.com/?9254812-McaAz>
 - Waiting for everyone to respond, Chelle will follow-up tomorrow.
- UTAC technology survey
 - Judy Vanderburg, Michael Reis, Steve Taylor and Bev West to work on this over summer term
 - [Draft survey](#) added to UTAC folder
 - Steve added the draft survey for faculty
 - Need to clearly outline goals for this survey
 - What are our technology needs
 - Have a more transparent inventory of what is currently being used, and what projects are being prioritized
- New business raised by Amy Clark

- How are time and resources for technology projects prioritized?

Old business

-

Subcommittee reports

- LMS Review Team
 -
- Apple Subcommittee
 - Mostly on hiatus since pandemic
 - About half of the courses that were going to be in Spring pilot actually participated.
 - Recommendation to do a call for participation for entire academic year rather than by a single term.
 - Reconvene subcommittee in Fall.
- Technology Plan
 -
- Ellucian Mobile
 -
- Reporting Subcommittee
 - Planning to send out in Fall, but should coordinate around Technology Survey as well.
 - Questions are ready to go.

Security Update

Hub & Spoke -- Michael Ellis