Marquette University Committee on Academic Technology  
December 6, 2013 – Minutes

Attendance:
Present: Bruce Boyden, Lesley Boaz, Maureen McAvoy (substitute for Mike Class, S. J.), Steven Crane, Kyuil Kim, Kathy Lang, Patrick Loftis, Shaun Longstreet, Laura Matthew, Gary Meyer, Jon Pray, Heidi Schweizer, Tom Wirtz, Margaret Cinto
Excused: Janice Welburn, Patricia Healy, Scott D'Urso, Jenn Fishman, Chris Stockdale
Absent:

Invited Guests: Joe Terrian, Assistant Dean, College of Business and Chair, Committee on Academic Procedures; Georgia McRae, University Registrar

Recorder: Lesley Boaz

Approval of Minutes:

The meeting was called to order at 1:30 pm with a reflection by Laura Matthew. After brief review, the minutes for the November 1, 2013 meeting were unanimously approved.

New Business:

A. Closing Day on D2L: Background information was provided as to the history of the discussions on this matter. Faculty can reopen a course manually to allow access by students. Georgia McRae provided information on known problems:
   a. Students “flooding” the system
   b. Faculty unable to access to complete grades
System has been upgraded to increase capacity. A mobile application is available to view grades after the University has completed required reports.

Proposal from Registrar: Block all student access to grades on D2L and CheckMarq from Friday 5:00PM until Tuesday at 5:00PM. Currently, grade access is blocked until 12:00 noon on Tuesday.

Discussion points – Shutting down just the grades on D2L must be done manually and then reopened manually. Other universities do not shut down access to the CMS at the end of the semester, though this raise fair use issues. Option available for faculty to reopen after Tuesday at 5PM if they so choose. Some faculty do not use the grade function on D2L. Due to the number of calls from students concerned with grades, can the Registrar be closed to calls for a few hours to complete the required work? Or can a person be dedicated to answering student calls and track calls?

Action: Kathy Lang will explore the cost of the option to have D2L reset the end date options in the program.

B. Other New Business – Can grades be automatically uploaded from D2L to CheckMarq?
Discussion points – By 12:05PM on Tuesdays (the day grades are due), all grades have to be in the system for required university reporting to be completed.

Kathy Lang will check with D2L to see if more frequent integration can be done. An option may be available for faculty to approve grades on CheckMarq when grades are uploaded from D2L. Georgia McRae expressed approval if no problems occur and all grades are entered by the deadline.

**Old Business:**

**Subcommittee Update:**

E-Textbook: The committee will meet on December 11, 2013 at 2PM in room 330 of the CTL. Discussion items include e-text options, promotion, faculty and student benefits, coursepacks, and integration into D2L with “binder” portals.

Hardware/Software: Letter of Support was reviewed and revised (see attachment). A recommendation was made to send the letter to the Academic Senate for endorsement.

**Tech Day Update:** *Goal of the day is to devote more time to exploring innovation and technology, and to share ideas and what people are doing across campus.*

Potential dates in early fall provided by Gary Meyer – Tuesday, Wednesday, or Thursday in the AMU, with possible tours of labs and tech on campus. Planned offerings include demonstrations and posters, panel sessions, use of alumni and vendors, student poster presentations.

Given no other specific business, the committee adjourned at 2:55 pm. The next meeting is scheduled for January 24, 2014 1:30PM to 3:00PM in Cudahy 414.