Committee on Academic Technology  
December 2, 2016  
Meeting Minutes


Meeting began: 1:36 pm

Reflection given by Gary Krenz

Minutes of November 18, 2016 and revised September 23, 2016 were reviewed and approved unanimously with the submission and completion of minor corrections

An update from the November 21st University Academic Senate (UAS) meeting was given by Kathy Lang, C. Sean Longstreet and John Su. It was reported that several questions were offered and answered, but no specific charge was given.

Kathy Lang then gave an update regarding the university going to Office 365 on January 9th.

- Email moving to the cloud (50 GB of space per user). User won’t notice anything except an initial login (using full email address other than the old login). If you have an email setup on phone, need to delete email account and reinstall it again. This migration will take place over 3 days, and some users will have difficulty.
  - Mr. Lowe gave some feedback regarding a problem he experienced during his pilot of the program regarding setup of the program and loss of access to email during travel recently. Kathy stated that an email should be sent prior to this happening with users.
  - Also if you wish to use web browser, a different URL will be used (instructions will also be sent by email)
  - IT service alert will go out the week before as well. Members were encouraged to also personally contact their fellow employees and faculty to pass the information on.
  - Mr. Lowe gave his concerns regarding reaching students in addition to faculty, citing several alternative ideas to contact students including a text. Kathy Lang said that in the past, a text was not authorized for this type of purpose.
  - Gary Krenz asked if we could possibly send an “update” to phones. Kathy stated that it is impossible to “send things to phones” from MU

- Kathy also reported that current SharePoint sites will be moving to the cloud. IT will work with site owners to communicate it with their users. Mail enabled SharePoint sites will go away, but there might be a workaround. Kathy stated that no data, including calendars, will not change and data should not be lost.
Office 365 will be updated as a whole (other apps) department by department by IT, and will be notified when this will occur.

With Office 365, there is also OneDrive. This will be installed and files will be migrated to OneDrive, with the help of IT. Default syncing will occur, as it does now to our MU server. Desktop items will not be backed up by default. Each user will have 1 TB of data. Computer without internet access could still be set up to access files offline, with the limitation being the space of the hardware.

Mark Johnson reviewed action items that were discussed on November 19, 2016

- Kathy Lang gave an update on e-portfolios. They are putting together a project to review options. It was suggested that Shaun presents to the group at a later meeting to discuss details with the committee as a whole (? February). Fall of 2018 implementation was suggested, depending on funding
- Canned courses were discussed. They are provided by vendors on books. This is still being considered. Kevin Rich did a survey of his department to gauge interest and is currently reviewing responses. He has received 51 responses. A survey being conducted by our group was discussed. This would have to go through the survey review group here on campus for approval. John Su stated that we could survey < 100 people without review, and that this might be a better idea. A suggestion was to have our members complete Kevin’s survey (will be sent out again) and then discuss it in January’s meeting.

Gary Krenz discussed the overall charge of the committee and had some suggestions.
- He brought up the use of “clickers” and where the university stands now on this. He also discussed “projecting” mark-ups on the fly, to the projectors in the classroom. Kathy Lang said this is possible now. Sean Longstreet was suggested as someone who could discuss this further, and was not present at this point. Kathy suggested tabling this discussion until Dr. Longstreet can comment further.
- He also brought up virtual office hours, via Skype. We have this capability now with Skype for Business. It was suggested that instructions to do this be provided to faculty. This would allow off-hours accessibility, the ability to write on virtual white board, etc. Mark also mentioned D2L chat sessions as an effective way to do this as well. We discussed having a repository of instruction pdf’s, possibly housed in the CTL.

Meeting was adjourned at 2:56 pm