

Academic Computing Advisory Committee

January 26, 2018 – 12:30-1:30pm
Richter Library Third Floor Conference Room
Coral Gables Campus

Agenda

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| 1. Welcome (Cheryl Gowing will chair this meeting) | 12:30pm |
| 2. Approve minutes from the October 2017 meeting (attached) | 12:35pm |
| 3. Announcements/Updates | 12:40pm |
| 4. Debrief of December Tour of the COE 3-D Printing Collaboratory | 12:45pm |
| 5. Review Video Capture, Streaming, Virtual Meeting Resources Roadmap | 12:55pm |
| 6. Classroom Technology Upgrade Plan (Dacia Simpson) | 1:00pm |
| 7. Adjourn | 1:30pm |

Upcoming Agenda Items:

- Provost visit
- Streaming for the University
- Taking attendance electronically (ongoing, A. Gyorke, lead)
- Task Force on Online Education, part 2 (guest: Bill Green)
- Learning Platform: Microsoft 365 – awareness of features (A. Gyorke, lead)
- Tour of Simulation Hospital SONHS

Academic Computing Advisory Committee Meeting Minutes

Otto G. Richter Library – 3rd Floor Conference Room

January 26, 2018

12:30-1:30 p.m.

Attendees: Orlando Acevedo, Charles Eckman, Serona Elton, Cheryl Gowing, Mary McKay, Andres Sawicki, Mei-Ling Shyu, and Sigman Splichal.

Ex-officio: Allan Gyorke

Guest: Dacia Simpson

AGENDA

Welcome

Cheryl Gowing welcomed the group. She chaired the meeting on behalf of Dean Eckman.

Approval of the October Minutes

The minutes were approved without modifications

Announcements / Updates

- Allan Gyorke reported that Blackboard has transitioned to Software-as-a-Service (SaaS) model, that means UM will be current with Blackboard's new releases. We expect to receive system updates every four weeks. As a result, there may be features in a given update that our Learning Platforms Team (LPT) will need to learn how to support. For example, a new feature is an attendance module that faculty are interested in, thus, faculty and the LPT will learn it together and share best practices.
- The purpose of the Faculty Learning Committee is to facilitate student use of technology within a faculty member's class. Faculty learning proposals are reviewed by Allan's team for recommendation to the Provost office, which will then be either accepted or rejected. Some are not accepted for specific reasons (ex: a faculty member submitting a proposal to use technology for personal reasons), and will be directed to the appropriate department for support.
- Cheryl Gowing recommended we invite Susan Morgan to present on U-Link (UM Laboratory for Integrative Knowledge) as an action item at a future ACAC meeting.
- School of Nursing and Health Studies (SONHS) has updated two of their classrooms, and are currently working on video streaming the Simulation Hospital, which should allow them to begin archiving their videos.
- The grand opening of the Kislak Center, located across from Richter Library adjacent to Starbucks, will take place March 20, 2018. Room reservations will available through the new Event & Conference Management System (ECM).
- The Learning Commons renovation at Richter Library is expected by March 5, and open for students by the end of spring break. The LC will have two featured rooms: one is a large group study room for 8, the second room is a flexible library/LC partners' instruction room seating 24 in modular tables. Both have flexible seating designs and large monitors.

Debrief of December Tour of the COE 3-D Printing Collaborative Laboratory

- The College of Engineering (COE) has large infrastructure equipment for complicated projects, which are staffed by the manufacturer suppliers. They also have small form of 3-D printers that are generally open for use without formal training.

- A question was asked about booking a tour with a classroom. More details on booking tours are forthcoming.
- It was noted that if you conduct research in their facility, they have first rights on the license for any property developed within, which may cause issues if the user is interested in patenting a product.

Review Video Capture, Streaming, Virtual Meeting Resources Roadmap

- The Law School will provide information on their available video/virtual meeting resources next week.
- College of Arts & Sciences (A&S) uses Skype for virtual meetings and interviews. They have no special technology for video capture or streaming – just what is in the Cox Classrooms. A faculty retreat is scheduled for next Friday to plan the College's priorities within the next five-to-ten years. One of the topics of discussion is having an office to organize all the logistics of conferences (video streaming, catering, collecting fees, etc.).
- The new ECM system will help capture the multiplicity of details involved in organizing events & conferences, as well as create a record of the University's activities.
- There is no university-wide support for video/AV services. Other universities with AV services groups either charge back to units or are centrally funded. Allan noted the University currently spends more than \$600,000 on external AV services contracted to support events and conferences.

Classroom Technology Upgrade Plan: Dacia Simpson

- Dacia and Allan have worked diligently for more than a year on the [classroom refresh project](#) for the general-purpose classroom (GPC) spaces. She reported that funding to upgrade the technology in those spaces is promising. The Office of Classroom Management (OCM) staff, Allan Gyorke, Dr. William Green, Provost Duerk, Jackie Travisano, and other interested administrators, had a walk-thru of GPC spaces and were able to see firsthand the same technology regardless of the space. From that visit, a tiered system was developed:
 - Tier Zero: bring your own device, OCM will provide projector and audio capability
 - Tier One: Mac Mini which allows dual boot capabilities to teach using either Mac or Windows
 - Tier Two: all of the above, Skyping capability with a camera in the space and mic
 - Tier Three: all of the above, including the streaming and course capturing
- Next step is to provide a breakdown of the tiers in three options and establish cost:
 - Option one: highest level is using tier three in all the GP spaces
 - Option two: a mixture of tier one, two, and three
 - Option three: will have some tier zero, tier one, two, and three
- Dacia noted that because of the layout of some of the GP spaces, OCM might use Tier Three in Whitten Learning Center and Cox Science. She is attempting to capture data on faculty that use the GPC space and what their needs are. She and Allan are currently working on the classroom technology refresh proposal that is due by February 1st. Allan noted that the proposal would provide in detail the advantages and disadvantages of each of the tiers to secure funding. Discussion ensued.
- She asked the group to share what the needs are of their department:
 - Frost School of Music (FSOM) noted that having a handheld microphone during a Skype lecture would help the speaker hear responses from students. Dacia stated that OCM would provide the hardware needed, including handheld mics and cameras.

- At the SONHS they proctor their exams and have a faculty member walk around the room. A discussion ensued about integrity of exams. Allan stated that videotaping in the classroom has been a sensitive topic with mixed feelings from faculty, thus, finding a solution is challenging. He noted that designing a no-tech classroom where faculty and students would bring their devices and share materials through the wireless network & cloud storage is possible, however, the wireless network must be unequivocally perfect. Another option is computerized testing, which is extensive at SONHS and at Medical Education. Allan suggested adding computerized testing as an agenda item for further discussion.
- OCM controls the GP classrooms in Merrick, Memorial, Whitten Learning Center, Allen Hall, Cox and the Residential Colleges. The RC are controlled during the day by OCM, and then handed back to Housing after 5:00 p.m., weekday during the Fall/Spring and Saturday/Summer term all-day. Two instructional spaces in the Cox building were owned by A&S. These were transitioned to GP inventory, with technology updated and maintained by UMIT, however, A&S receives priority scheduling. The same applies to Allen Hall. All classrooms under GP inventory get technology refresh as well as priority scheduling. Some classrooms cannot fall under the GP inventory, such as the FSOM, which uses its classrooms for rehearsals.
- Dacia shared a photo of the podium that was designed for the GPC Cox spaces. It meets ADA standards and will be used in all the refreshed classrooms.
- There are also discussions taking place with Housing as to new spaces created for the University Village project. Clarification on technology planned for these spaces is needed.

Future Agenda Items:

- Computerized Testing – possible survey for ACAC members
- U-Link presentation by Susan Morgan
- Update on classroom technology upgrade and timeline
- ECM representative to speak to the group in April about the logistics of the new system
- Timeline for academic environment to migrate from 25Live to ECM system
- Update on online Education Part 2

Meeting Adjournment

With no further discussions, the meeting adjourned at 1:30 p.m.

Minutes respectfully submitted by Elizabeth del Campo.

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