**Academic Technology and Online Education Committee**

March 10, 2015

3:30 pm in HUB 123

In attendance: Daniel Bramer, Joann Guilmett, Brendon Hoch, Lynn Johnson, Gail Mears, Kathleen Norris, Robyn Parker (chair), Christian Roberson, Scott Robison, Meagan Shedd, Zhizhang Shen, Mark Turski, David Zehr, and Emma Wright (observer).

1. February 9, 2015 meeting minutes – Approved without revision
2. Old Business:
3. Discussion of information updates related to the proposal to seek funding for integration of GoReact into Moodle from ITEC.

 Background: *Last meeting we discussed how we might support the Moodle integration of this video assignment tool. We decided we needed additional information. Dan Bramer, Scott Robison, and Robyn Parker were tasked to gather that information.*

Disposition: Scott and Dan both spoke with Glen Thaxton of GoReact. Scott determined the video length could be accommodated through students purchasing an upgraded license; $15 for 30 minute videos--$25 for 90 minute videos. Under the student license model, videos could not be hosted locally, but students can download and then upload to Kaltura or other hosting platform. GoReact is FERPA compliant; permissions for sharing are available.

 Dan determined cost to have an institutional license, as well as integration, single sign and local storage would be about $5,000.

 Robyn contacted Meghan Birch in Educator Prep to inquire about attending a council meeting to introduce the tool. She is on the agenda for their April 20th meeting.

 Recommendation: Pilot the tool with multiple classes, using the student licensing model, to see how things go. If there is interest and integration becomes available (should be by fall, but unclear), we could write an ITEC grant in 2016. Annette Holba and Robyn Parker will go to the Council of Educator Prep meeting on April 20th to see if anyone is interested in participating in the pilot.

1. New Business
	1. Discuss prioritization, testing, development cycle for ITS

 Background: *ITS has strayed away from having a charter/intake process recently and in order to continue being transparent and better prioritize they are planning on developing a new online form for this process. They’ll be looking for help from ESC-IS to determine institutional priorities for these projects. ATOEC has representation on the ESC-IS (Christian Roberson)*

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 Discussion: Christian brought this to the group for discussion. At present, requests don’t have an official channel/process for consideration and fulfillment. Instead, a high-level committee is used to set priorities for projects. In order to better service, ESC-IS is going to meet monthly instead of every 3 months. The problem is, this is more a visionary group than a working group. So, the prioritization process is only for large projects, but threshold is yet to be determined. To ensure all requests are considered, they should be brought by a representative to ESC-IS using a process that could be ready by Fall 2015. Considering a grant to help drive this process; if we get a grant, priority would be placed on the project.

 Disposition: Christian will keep us informed.

* 1. Discuss Banner XE upgrade

 Background: *Banner is the enterprise system that provides all services on campus. The new upgrade for banner will be coming within the next 6 months and the CIO really wants to have test plans in place and reviewed to ensure a smooth transition as modules come online.*

 Discussion: This upgrade is not voluntary; it must happen. The infrastructure is being completely changed over the next year and a half. Benefits are integration of sequel server and Oracle into a modern single web, more secure, performance should be better, remove java dependency. There will be increased functionality, but the user look and feel will be different. For instance, the registration module will be more intuitive for students and it will be integrated with Degree Works. Will be implemented through modules, so ITS is working on module integration as they come online. There may be outages and there will be the need for new documentation and training for advisors.

 Disposition: ITS will provide alerts to campus as to when there may be outages. Plan is to stick mostly to the Sunday maintenance window and, when more time is needed, add time in the overnight hours. Moodle and email are considered critical systems so everything possible will be done to continue service.

 Mark recommends in department training rather than sessions offered across campus where folks may not attend. The consensus was that faculty need to be involved in testing.

* 1. Discussion of the need for an assessment data management system

 Background: *Gail brought this need to ESC-IS first, then decided it should be heard by ATOEC. She considered an RFP, but we have no money. She sees the absence of system is keeping us from telling our story to external stakeholders.*

 Discussion: There is a need for the ability to readily access data and use it to demonstrate effectiveness and inform decision making. For instance, the trustees have told the Provost they want a plan from the Gen Ed Committee and they want preliminary data in January. We don’t have a way to just have that data available. We have to collect and recollect it every time there is a question to be answered. A system would cost $30-40,000 a year. We have TracDat, but it is a poor tool. We need something else. Student fees are used at some institutions. Gail has been traveling around hoping constituent groups will take a position on the need for such a tool. Kathleen Norris stated that an assessment data management system is essential to a higher education institution; it’s the equivalent to heat and electricity. It’s a utility that should just be in place.

 Disposition: ATOEC will prepare a position statement establishing about the need to be proactive in generating data. Members agreed to gather stakeholder support, ideas, and possible position statements about assessment being under-resourced and bring them to the next meeting. This seems particularly timely since the university is undergoing a review and strategic reallocation process. These statements could be used in reports that would support the need for more resources for assessment. ATOEC might be further involved in the selection of the data management tool, should we gain commitment for one.

1. Discussion of the Resiliency Project

 Background: *The Resiliency Project is a USNH system project to identify critical services and look at setting up reserve data centers for these services at other system campuses.*

Discussion: ITS is working with the system to determine ways to increase resiliency of essential systems on campus, for instance, hosting services at multiple campuses to ensure services are not lost due to traumatic incident. Moodle is such as service. This is for catastrophic, unplanned events only. Can’t just switch to redundancy, so service must be predicted to be out for a substantial time before going to other sites.

1. Other Business: leftover agenda items will be considered at a special meeting to take place on Tuesday, March 24th at 3:30 p.m. in HUB123. List follows:
2. Proposal for Online/Blended teaching award (Scott Robison)
3. Discussion of visiting student request in online Moodle course (Scott Robison)
4. Discussion about Open Education Resources (OERs) (Scott Robison)
5. Discussion about funding model for software with multi-department subscription. (Brendan Hoch)