

## Academic Technology and Online Education Committee

April 08, 2014  
3:30 pm in HUB  
Minutes - DRAFT

In attendance: Liesl Lindley, Robyn Parker, Ann McClellan, Joann Guilmett, Nancy Betchart, Scott Robison, Jen Green, Brendon Hoch, Meagan Shedd, Susan Dennett (student)

Unable to attend: David Zehr; Kathleen Norris, Cheryl Baker, Daniel Bramer, Pam Anneser, Richard Grossman, Christian Roberson, James Lawson (student)

- I. March 11, 2014 meeting minutes – Approved without revision
- II. Old Business:
  - a. Policies & Procedures Manual for Online (Blended) Teaching - *Approved by Faculty vote on April 2, 2014, forwarded to Provost and will be posted for full faculty access*
  - b. Review Scantron Usage Survey – discussion of results
    - 39% of respondents have used Scantron in past; 32% are interested in using in future
    - 58% know where the devices are located on campus (or at least one device)
    - Current and estimated future use all exceeded 4 x per semester
    - Most negative responses were in association with the availability of technical support or usage instructions; 2<sup>nd</sup> most being how to actually use the devices
    - 68% of faculty responded that they do NOT use Qualtrics, Surveys or Moodle quizzes rather than Scantron
      - o Comments: Cost & availability are a concern; some comments about lack of service that used to be provided
    - Determined that LTOE will develop a quick Fact sheet / FAQ or short “Tech Tips” video to provide access to basic user information for faculty support based on survey results. Usage instruction posters have been created and distributed but are evidently not visibly posted at all Scantron sites, information from those posters will also be provided to faculty.

- c. Update on Turnitin status – Chair spoke with Provost Bernier who did not recall getting information or making a decision regarding the purchase of Turnitin; advised that she would review the information and get back in touch.
- III. New Business
- a. Accepting nominations for new ATOE committee chair for 2014-2015. Both Liesl Lindley and Ann McClellan will be leaving committee in 2014-2015. New committee members (listed below) will be invited to the May meeting.
    - b. New Committee Members:
      - Linda Carrier (1 year)
      - Lynn Johnson (3 years)
      - Zhizhang Shen (3 years)
      - Mark Turski (3 years)
- IV. Other Business
- a. May be meeting time conflicts with regularly scheduled meeting for May since that falls during exam week. If necessary, the committee may re-schedule the meeting for the first Tuesday of May but this is yet to be determined.