

## ATOEC

Tuesday, February 14, 2017  
3:30-5:00 pm, HUB119  
Minutes

### 1) Approve minutes:

- a. Minutes Accepted

### 2) Attendance:

- a. Present: Robyn Parker, Zhizhang Shen, Mary Beth Ray (taking minutes), Lynn Johnson, Joanne Guilmett, Donna Driscoll

### 3) Old Business:

- a. Bylaw change proposal update:
  - i. Committee Roster Changes – Review:
    1. Lynn: Suggestion to put forward change in composition and leave everything else the same
      - a. Changed to 8 faculty members for staggered 3 year terms, 3 students, etc.
    2. Joanne & Robyn: Considering CEI&C / ATI / ATOEC relationship
    3. Lynn: The possibility for non voting members for half year term would be people such as, *Director for Center for Educational Innovation and Collaboration*
- b. Online/Distance Learning Policy Review Committee Update/Status Report
  - i. Timeline:
    1. Joanne/Lynn: Updated in 2013(?) but not reflected in current version; Joanne: Need policy that focus on assessment of online courses / making sure work is evaluated so as to produce good data; Also, that there are resources available to assist people; Currently about 200 online classes, good amount are graduate classes; Folks seem interested in half term online classes;
    2. Zhizhang: Do you cancel online classes during snow day?  
Robyn: No, only the physical class is cancelled
  - ii. Final report date: Joanne will ask committee to meet / report back
- c. Status Reports – Single sign-in
  - i. Lynda.com: Is complete. As of this morning, 120 users watched 890 videos for a total of 57 hours and 26 minutes.
  - ii. Zoom: SSO Complete. Dec 28 mtgs, Jan 45 mtgs, Feb to date 32 mtgs  
Tool has been used a bunch by search committees; feedback is that Zoom is not as glitchy as Skype
- d. Status Report – Domain of One: single sign on is complete
  - i. Usage: 100 active accounts: Still a pilot for this semester; been meeting with faculty to discuss
  - ii. January Jamboree: 172 people attended (not including presenters); feedback was positive, so we would like to repeat next winter

e. Updates

i. Tours for new Open Lab spaces:

Joanne: The academic tech team visited Tufts on Feb. 2 to look at robotics and fabrication labs. Good visit. Looked at two public maker spaces, in Manchester and Nashua. Not as relevant to our environment, but good to see big possibilities in making truly are.

More visits to come: Colby, Harvard, and MIT

ii. Robyn: On campus tours for open lab spaces:

We had large group from Physical Plant, Academic Affairs, etc. trying to imagine what spaces might be used for open labs/ non traditional spaces (i.e. resident halls, center lodge, PE center, Mary Lyon, Rounds); There are large spaces in the Res Halls that are not well utilized, have potential; Look at how to get some of the open lab spaces into the Res Halls; Mary Lyon transition isn't clear yet, but might leave some nice space for academic units and open labs.

1. Challenge: What spaces and how to outfit them. Response: Some should be generic and allow for collaboration. Other open labs should be discipline specific. Those conversations should happen at the cluster level to better understand those needs.

ATOEC might play a role in the more generic spaces as opposed to the cluster specific spaces /might build out 10-20 open lab spaces. How much this committee would want to be involved?

2. Lynn: Best way to get information we need for this? Zhizhang: Needs will depend discipline; The best place to find out this info is the particular discipline.

Lynn: What can we do to get this information for the general spaces? Joanne: A constraint is time, and money, so a decision needs to be made. Robyn: We need to order things to be delivered by and installed by June 30<sup>th</sup> We should be thinking about the role we want to play in this next year.

Zhizhang: An issue with open labs, Can we hold class in them? What goes in the open lab? Joanne: 113 is typical, and we know some needs now based on ongoing conversations (similar to Lamson, but more framed for consultation; interviews)

Robyn: Think about a mechanism by which we can evaluate how it's going in the current labs to inform the next round. What if any data came out of Jan Jamboree? Joanne: The feedback was generic/ this was a great session, etc. Robyn: Is there a period way we can check in to see what the students want/need?

Joanne: when we check in at days end we see students doing collaborative work

3. Consideration of sending survey to gather information. Would need to determine what information we need in order to guide us in the decision making process

4. Lynn: Maker spaces? D&M? Joanne: They come in many forms; 3 specific labs that Birx asked us to look at; Electro Magnetic, Data Visualization, and Fabrication; Students are working together,

perhaps on, internet of things in the future; Making data accessible through graphic design;  
Joanne: Moving forward with remodels in Hyde 120 & 220/ New furniture and new tech; Lynn: Let's think about our future role.

4) *New Business:*

- a. TIP Proposal Review (see attached) – Cheryl Coker (Physical Therapy):
  - i. Coker moving to PT early next year and requested 5 iPads to be able to work in groups of 3 in labs; Total Request: \$2188.75
  - ii. **Proposal Approved: Vote: 5/0/0**
- b. Technology Vision/Guiding Statement Discussion
  - i. Lynn: Postponed/Tabled
- c. ATOEC's Role in Development of new Open Lab Spaces
  - i. Lynn: Addressed earlier in meeting
- d. New/Modified Technology-Enhanced Space proposal process
  - i. Joanne: We should send out communiqué asking folks to submit tech enhanced spaces that would be done next summer 2018  
Lynn: How does this fit with open lab discussion? Joanne: Different pot of money, this also depends on where we are in the next year; we need faculty input on needs Lynn: Will send out email and include in report
  - ii. Robyn: Notes new laptop adapter concerns  
Joanne: All shifting to HDMI, still have dongle / there's an adapter  
Robyn: The issue is making sure everyone has a dongle; Joanne: Every time we order a laptop it comes with a dongle and all provided to everyone
- e. Faculty Report Template
  - i. Lynn: Distributes Template; rationale to document and advocate; Do we want to include anything else? Zhizhang: Let's begin with this and if we decide we need more we can add it? Lynn: Adding section about working groups; Lynn will complete for the next faculty meeting.
- f. Other
  - i. Lynn: Contact TIP Proposals from last year and follow up
  - ii. Next Meeting:
    1. Robyn Parker will chair (Lynn away at conference)
    2. Focus: 2017 Academic Technology Institute (ATI)
    3. Invited guest: Joshua Perks
- g. Spring Meeting Dates
  - i. February 14<sup>th</sup>
  - ii. March 14<sup>th</sup> : (Lynn away at conference: Josh Perks come to talk about ATI, which is being hosted May-June; A call is going to be put out and we can think about being involved; Lynn: Enhanced spaces due)
  - iii. April 15<sup>th</sup>
  - iv. April 11<sup>th</sup> (Mary Beth away at conference)
  - v. May 9<sup>th</sup>

**Next Meeting: Scheduled: Tuesday, March 14<sup>th</sup>**

