UNK Academic IT Committee - Meeting Agenda and Minutes

November 7, 2014 @ 8 a.m.
Mitchell Center Conference Room

Members: Deb Schroeder, Janet Wilke, Nick Hein, Nanette Hogg (chair), Susan Mueller (secretary), Noah Rogoff, Martonia Gaskill and Jeff Nordhues and Student Rep is Wilfredo Lopez
All present.

Agenda: (Minutes in italics)

1. ECAR Study of undergraduate students and technology
   – survey completed in early 2014
Recently released conclusions and recommendations from UNK Educause 2014 Study of Undergraduate Students and IT were distributed to the committee. UNK participated in the study in early 2014. There were 521 responses from UNK. Schroeder provided the following based on UNK data:

93.4% own a laptop. 67.1% windows and 32.1% mac.
(In 2012, 98.1% owned a laptop, 77% windows and 21% mac)
53.5% own a tablet. 80.5% of tables are iOS.
(In 2012, 83% responded “don’t use a tablet.”)
82.6% own a smart phone. 54.9% are iPhones and 42.7% are android.
19.5% own an ereader. 71.6% are kindles and 23.5% are nooks. 76.5% haven’t used the ereader in the past year.

70.1% said their handheld device is very or extremely important to the LMS.
69.8% say they have 2 or more simultaneous devices connected.
56.7% agree or strongly agree they would be more effective if better skilled with LMS
57.6% agree or strongly agree they would be more effective if better skilled with online collaboration tools
66.2% satisfied or very satisfied with LMS
52% interested or very interested in suggestions to improve performance
52.7% interested or very interested in feedback about performance compared to other students
63.9% prefer some online components in the learning environment (rather than all online or no online)
87.4% don’t know what a MOOC is
26.6% have 2 internet capable devices
39.6% have 3 internet capable devices
28.9% have 4 internet capable devices
Trends in open text comments:

- Students want course grades available in Blackboard
- Students want training on Blackboard use
- Many comments about Wi-Fi problems. Survey responses were in February and we know there were problems with Wi-Fi in the residence halls until Christmas.
- Negative comments about Taskstream
- Interest expressed in lecture capture
- Students want to know how their doing compared to others in the class
- Students want tutoring options online
- Students want faculty to communicate better

2. Lecture capture—see latest version attached.
Lecture capture guidelines intended to protect faculty and students. Draft has been reviewed three times by the AIT Committee.

3. Blackboard concerns from ITEC, English, and Biology.
The committee reviewed Blackboard and support issues that were submitted to IT.

- There is a known issue with accessing statistical reports. There is a trouble ticket active with Blackboard. An upgrade to SP14 is planned for January 5, 2015 and Blackboard believes this will fix the problem.
- A problem related to students shut out of exams and exams submitted. IT staff determined that the exam had “force completion” on. We recommend not selecting “force completion” and using the “Timer Option” instead for Blackboard tests. A force completion session must be completed in one open session. If the student loses their Internet connection for any reason or logs off, the student is kicked out of the test and the test is submitted. The student then must notify the instructor, who has the option to “clear the attempt” for the student. If the student is allowed a second chance to complete the test, the student must completely start over. With the Timer Option, the student still has a set amount of time to complete the test, but if the student loses the Internet connection or logs off for any reason, the student only loses a few seconds or minutes and can start up where he/she left off once reconnected. Remember the clock starts ticking on our Blackboard server when the student opens the test. The clock does not stop. If Auto Submit set to ‘On’, when the time limit is up the test is saved and submitted.
- There is an issue with students kicked out of quiz sessions using Chrome. We always suggest using Firefox with Blackboard.
• There are features available at UNL and not at UNK because we have not upgraded to SP14. The upgrade is scheduled for January 5.
• There have been complaints that Blackboard is often down. Blackboard is occasionally down and we strive for no downtime. If you have problems, we encourage you to contact the Technology Helpdesk, no matter the time of day. Sometimes Blackboard is not down and users simply experience a connectivity issue.

Some faculty feel that there is no or limited communication with ITS. Schroeder reflected that she needs to be aware of problems before she can fix them. Gaskill suggested she visit departments. Schroeder reported that if she were asked she would come and talk to any department that asked. Nordhues also commented on reports of disconnects between eCampus and ITS.

The committee discussed their roles as representatives for faculty within their colleges. Members will try to report to faculty and solicit issues from faculty to bring before the committee.

4. Status of RFI for LMS options

Schroeder reported that the RFI is completed. Demos were only done on the UNL campus. Scoring of the LMS RFI responses was distributed. The next step in this effort, driven by UNL, is not known.

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<th>LMS</th>
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Overall average | 752           | 758    | 669        |

NOTES:
The number of respondents per entity ranges from 1 to 12.
Fractional numbers were rounded up to the next whole integer.
Faculty, staff and students are represented in the overall ratings, but these three constituencies are not all represented for every campus.

5. Status of OneDrive for Business
Microsoft’s OneDrive for Business will become available on Monday, November 10. Initially, everyone will have 1TB of data storage. Eventually Microsoft will offer unlimited storage. Employees will eventually have access to 5 free copies of Microsoft Office for personal use on a laptop or desktop and 5 free copies for a mobile device, just like students do now. ITS will send an announcement and instructions when this is available.

6. Zoom/Echo360 updates
   The number of Zoom video conferencing licenses has been expanded and Echo360 for lecture capture will be transitioning from a pilot to a cloud-based solution. Training opportunities on each are available weekly.

7. Blackboard upgrade to SP14 planned for January 5
8. Interest in 3D printing
   The committee discussed 3D printing, which is being used by committee member Jeff Nordhues in Interior Design. The library is looking at the possibility of offering 3D printing as a service.

9. New Business?
   No new business.

Meeting was adjourned at 9:15 am
Next meeting December 5, 2014.
Minutes by Susan Mueller
Class Recording/Lecture Capture Policy

EDUCAUSE defines Lecture Capture as “an umbrella term describing any technology that allows instructors to record what happens in their classrooms and make it available digitally.” The term describes an array of capabilities from audio recordings to sophisticated webcasting platforms. This policy governs class recordings made for student use as an alternative when absent from class or to supplement content review, particularly when abstruse topics are introduced or detailed procedures are performed.

This policy does not govern recording of events outside the classroom, such as public performances, nor recordings made for the instructor’s own pedagogical purposes that are not to be made available to students.

Issues are minimal in instances when audio/visual material is captured outside a classroom, with the lecturer being the sole person recorded. Lecture Capture within a classroom setting is much more complex and is the focus of the following guidelines.

Ownership
University of Nebraska Board of Regents Policy (RP 125) stipulates that “Instructional Materials developed by a faculty member in the process of delivering a course of instruction to students shall be the property of the faculty member.” Specific to these guidelines, RP-125 also states that “Recordings of lectures shall be the property of the faculty lecturer . . .”

* Please note that advance written permission of the instructor/lecturer is required to record a class, except when UNK is required by law to provide a recording as a reasonable accommodation for a qualifying student(s) with an identified disability.

Privacy
If only the instructor is recorded and no students participate, student privacy is a lesser concern. To minimize privacy issues, all recordings for courses should be placed in the university learning management system (LMS).

There are privacy concerns for the general audience, identifiable individuals, and student work or presentations classified as “educational record” under FERPA.

- Those present in the classroom or public event should be informed the lecture will be recorded and available on the Internet.
- If the lecture will be available publicly on the Internet and includes students’ questions or discussion or a guest speaker, identifiable individuals must sign a consent form. The instructor of the course or the organizer of the event is responsible for the consent forms and must retain them for one year from the date of the lecture. Individuals under the age of 19 must have the form signed by a parent or guardian.
- If the lecture will be available publicly on the Internet and the recording includes student presentations or group discussions, students must sign a consent form. The instructor of the course is responsible for the consent forms and must retain them for one year from the date of the lecture. Individuals under the age of 19 must have the form signed by a parent or guardian.

When utilizing Lecture Capture in a classroom/instructional setting:
Faculty are encouraged to include statements regarding recording of lectures in the class syllabus and in the university learning management system, such as,

(1) “Lectures may be recorded and made available to students registered for this class using the lecture capture system. Use of lecture capture is intended to supplement the classroom experience. Duplication or redistribution of lecture capture recordings is prohibited without appropriate consent. For copyright information, see http://nebraska.edu/docs/policies/MemorandumonCopyrightLawandCompliance.pdf.”

(2) “Students are allowed to make audio and video recordings of classes only with advance written permission of the instructor. Recordings may be used by students for course purposes, but may not be distributed outside of class and should be destroyed at the end of the course term.

The instructor should announce to the class that the recorder has been turned on. Students may request it be turned off for extenuating circumstances.

If the instructor plans to use the recording in a future class, consent is required from students who are recorded.

Access
Lecture capture used to record a lecture and make it available via the Internet to anyone with a mobile device or computer raises legal issues related to copyright ownership, copyrighted content, and privacy for both faculty and students.

If access is restricted to students enrolled in the course, many privacy concerns are eliminated. Student comments and material used in class remain in the classroom community, just like a course that is not recorded.

Copyright
If a recording is not limited to internal use and may be distributed to the public, consent must be obtained from the speaker or the speaker should license recordings with a creative commons license that grants such use.

If any content presented during the lecture is copyrighted, the content must meet the criteria for fair use, must be licensed for reuse, or permission must be obtained prior to distribution of the lecture to the public on the Internet.

October 23, 2014
UNK AUTHORIZATION OF DISCLOSURE CONSENT FORM

I, ________________________________________________________________

(Name of Student)

authorize __________________________________________________________

(Individual/Department/University)

to disclose to: ______________________________________________________

(Specify name, title, and address of person(s) to which disclosure is to be made)

the following identifying information from my records (specify extent or nature of information to be disclosed):

______________________________________________________________

______________________________________________________________

______________________________________________________________

The purpose or need for such disclosure is: ______________________________

______________________________________________________________

______________________________________________________________

This consent (unless expressly revoked earlier) expires upon:

______________________________________________________________

(Specify date, event, or condition upon which it will expire)

Signature of student: ________________________________________________ Date: ____________

Signature of witness: ________________________________________________ Date: ____________