MEETING AGENDA AND MINUTES
October 13th, 2016
3:00 PM - 4:30 PM
TLC 215

Action Items *(To mark an Action Item completed, select the checkbox (double-click), right-click, and select checkmark.)*

- ❏ Think of student technology problems that could utilize AGD to help solve
- ❏ Send an email on behalf of the group to Kerri about MyCUInfo on single sign-in issues (and more) - Soham drafts email
- ✓ Create a list of criteria to submit to Aisha's team for evaluation of LMS - brainstorm and Virgil will draft a write-up for Aisha
- ✓ Brainstorm ideas for position statements
- ✓ If you want to be co-chair, send email to cbell@colorado.edu by 10/19/16

Attendees

Present:
- ● John Keller
- ● Virgil Nunan
- ● Alex Alvarez
- ● Alexander Peter Crimmin Curtiss
- ● Soham Shah
- ● Bharadwaj Thirumal
- ● Seth Hovestol
- ● Chris Bell (non-voting)
- ● Shane Kroenig (non-voting)

Agenda

1. **3:00 PM - Introductions and Settle In**
2. **3:05 PM - Sandra Sawaya (Mark filling in)**
   a. Academic Technology Design Team
      i. Help when there is a change in learning
      ii. Surveys
         1. Will help ITSGB with current survey design
   b. Learning Experience Designers
      i. Redesign courses with a technology component
      ii. "Flipping the classrooms"
         1. Student work ahead of class and other activities during class
   c. Student Fellows
      i. Help faculty understand certain technological components (i.e. Skype)
      ii. Go into classrooms and code aspects like "how long have they lectured for?", clicker usage
   d. Academic Generative Design
      i. Assisting those with disabilities with technology to gain access to classroom material
      ii. Visual design team - turn complex ideas into a visual experience
      iii. "Wicked problems" - problems that don't have one right answer

1. Methods for helping
            iv. Uses Qualitative work (interviews) for student retention
        e. Visual design - looking at LMS
        f. Questions
            i. Alex: do faculty need more help with D2L
                1. Mark: usually occurs when there is a problem
                2. Better to be proactive, but that's not the case most times
            ii. Badwaj: does OIT implement D2L changes
                1. Aisha: OIT purchases features directly from D2L
3. **3:35 PM - Aisha Jackson**
    a. Webinars, Faculty get support directly from vendor
        i. We do not have data on viewership for webinars
            1. Vendor tracks
            2. If we host, we could track data
    b. Questions/Comments
        i. Alex: professors do not utilize the grading and content sections of D2L to their full potential
        ii. Mark: unlikely for a centrally supported change, Mary Krause would be the person for that
        iii. Deans of each college determine "this has to be in the syllabus" and possibly say "you must use some kind of grading tool so that students are aware"
        iv. Full tenured faculty have most say in these matters
            1. Incentives are not as focused on the teaching aspect
        v. Soham: is there an onboarding process for new faculty for technology?
            1. 1 on 1 consulting
            2. Volunteer training only
            3. Each college controls their own faculty
        vi. Aisha: most faculty feedback is not about the technology, more about "teaching well"
    c. How to create more awareness
        i. John: technology question on FCQ
            1. How well did the Professor use technology?
            2. Send letter or bring Noah
        ii. Alex: can we exaggerate the concept of students sitting in on classes and coding aspects of the lecture (more info in above notes)
        iii. Virgil: write a position statement
            1. Shows what the students think about this
        iv. Seth: single sign-in for browser session
            1. We don't have the federated identity service for D2L
    d. LMS Evaluation
        i. Need a lot of feedback from students (how has it been? what do you want to see?)
            1. Design principles
        ii. Request proposals from other LMS providers
        iii. Plan and conduct an evaluation of LMSs to see how they rank against a criteria
        iv. Select and LMS
    e. Project Organization for LMS
        i. IT
            1. Security
            2. Ease of usage
        ii. Faculty

     1. Meet certain criterion
 f. Full implementation of new LMS (Fall 2019)
 g. Questions/Comments
   i. Virgil: we need to create a list of criteria (talk through/meeting)
   ii. Soham: how are students taking part in this project?
     1. Aisha: faculty, IT Working Groups both have Graduate and Undergraduate students
   iii. John: how transparent will these meetings be (minutes)?
     1. Aisha: no minutes, there are limitations for sharing, mostly attributed to fairness
     2. Mark: we can share what we are looking at, but not our findings
   iv. Bharadwaj is going to the meeting next Thursday (kick off session) Ketchum B171
   v. Soham: how can we get usage data?
     1. Aishas: focus, interviews, surveys, "flash", getting data from D2L is difficult
       a. From this stems a new requirement for LMS: ease of getting data
   vi. John: how are students going to know about this?
     1. Aisha: announced to campus early next week, website going up
   vii. Virgil: CU Student Government Executive Staff meets tonight, will report to them about this

4. **3:55 PM - Selection of Co-Chair**
 a. Send Chris an email if you are interested in being co-chair
 b. We will vote between now and next meeting to choose

5. **4:00 PM - Survey**
 a. Questions on D2L (needs and how well its working)
   i. Depicting aspects for our criteria list?
   ii. Already doing focus groups, maybe help out for LMS?
   iii. Take criteria from brainstorming to implement in survey
 b. Laptops and subsidies
   i. Can you succeed with or without a laptop?
 c. Awareness on loan for a laptop
 d. Adobe products importance
   i. Personal?
   ii. Labs?

6. **4:10 PM - Adobe**
 a. Current potential contract - $600,000/yr. for students
 b. Virgil's idea: quota of licences of request forms from students saying if they need it and why that the school will pay for (can be cheaper than
   i. Capping quota (what will it be?)
 c. Justin Suzuki (head of Adobe contract)

7. **4:20 PM - Position Statements**
 a. Draft new ones
   i. Adobe
   ii. Security/Privacy - Andy
 b. Update wifi
 c. What things are outdated? What should we take out? What new ones should we implement?
 d. Brainstorming session, take leads on drafting up the statements
   i. Start a group on chat

8. **4:25 PM - Discuss/Review/Address Action Items from Last Meeting**
9. **4:30 PM - Adjourn**