2009-2010 Annual Report
Senate Academic Computing Committee

Submitted by Ji-Eun Lee, Chair
April 2010

2009-2010 Senate Academic Computing Committee Membership

Committee Members
Ji-Eun Lee (SEHS, Committee Chairperson, 2008-2010); Ram Orzach (SBA, 2008-2010); Yang Xia (CAS, 2008-2010); Darrin Hanna (SECS, 2009-2011); Meghan Harris (SON, 2009-2011); Andrea Kozak (CAS—Psychology, 2009-2011); Julia Rodriguez (Library, 2009-2011); Susan Evans (CAS—Art and Art History, 2009-2011)

Other Ex-officio and Voting Members
Cathy Cheal (Vice President for Academic Affairs)
Theresa Rowe (Chief Information Officer)
George Preisinger (Assistant Vice President, CSITS)
Ishwar Sethi (Chair of the Computer Science and Engineering Department; Dr. Nilesh Patel attended meetings representing Dr. Sethi)
Two Students (Ashley Forton, Brett McIsaac)

Meetings
The Senate Academic Computing Committee met every month from October 2009 to April 2010 during the 2009-2010 academic year. All meetings were held in 430 Kresge Library on the first Friday of each month from 12 noon-1pm. The committee corresponded via email occasionally to discuss and complete its business in addition to face-to-face meetings.

Major Business and Accomplishments
There were no policy changes required this year. This allowed the committee the time to discuss a variety of issues. Please see the attached meeting minutes to review the discussed issues and suggestions.

Appendixes
Minutes of the Senate Academic Computing Committee 2009-2010

Senate Academic Computing Committee Meeting
October 2, 2009
430 Kresge: 12 noon – 1pm

Minutes

1.   Introduction of Committee Members

   • Committee members introduced
   • Add George Preisinger (AVP of Classroom Support) to the list
   • Add two students (Brett Mclsaac and Ashley Forton), recommended by
     Oakland Student Congress, to the list

2.   Charges to the Committee reviewed.

3.   Fall 2009 Meeting Schedule: First Friday of each month (October 2;
        November 6; December 4), from 12-1pm, 430 Kresge

4.   Presentation: iTune U – Cathy Cheal

   • Cathy presented OU iTune U site (demonstrated how to access/showed
     currently available programs/demonstrated the search
     function/reported the summary of user actions and client software)

   • Faculty own the content, need to take care of the copyright issues

   • Announce School/Department – check if it is worthwhile to maintain and
     promote

5.   Report/Updates - Theresa Rowe: No policy review required this year

6. Other Business (share questions/concerns/discussions from your department or
school)

   (1)   Bi-annual computer network re-registration: What will be the best
          timing for notifications especially for Lab Computers? Theresa Rowe
          needs feedback (please see the follow-up email on October 7)
   (2)   E-collection by digital archive. Julia will present at the next meeting.
   (3)   Online course evaluation issue discussed (e.g., low student response
          rate). Showing a popup, reminder window at the end of semester, via
          Moodle, was suggested.
   (4)   Sharing course content/materials with external people: e-portfolio is
          recommended rather than Moodle
   (5)   Oakshare, Google Docs, Shares (see it@OU Newsletter for detailed
          descriptions)

Senate Academic Computing Committee Meeting
November 6, 2009
430 Kresge: 12 noon – 1pm

Minutes

1. Presentation: eCollections – Julia Rodriguez

    Julia Rodriguez presented eCollections@Oakland, Oakland University's
    institutional, digital repository (http://dspace.oakland.edu:8080/dspace/)

    -   Currently policy is under review
    -   See attached flyer for detailed information

2. Inquiry: Status of updated software – Meghan Harris
    (e.g., SPSS and qualitative data analysis products)

    -   Lori Tirpak provided the SPSS related information on behalf of UTS: Any
        department can buy an SPSS upgrade; it is in their budget. We aren't funded
        for a campus agreement, which would cost a lot more than individual
        purchases that are made annually. Teri Abbo tried again to work out a
        collective purchase this summer but there was no interest. I've told her to
        check annually. If people are interested in keeping in touch about interest,
        they can contact her. Otherwise they can purchase as needed.

    -   Meghan Harris will clarify the inquiry and bring more specifics on the related
        statements in the latest faculty contract (discussion to be continued in the next
        meeting)

    -   Campus-wide license agreement information
        (see: http://www2.oakland.edu/uts/files/ca-info.pdf)

3. Classroom Improvement – George Preisinger

    -   Shared thoughts on the current state of OU's classroom resources and what
        improvements are needed. The following questions, answers, and suggestions
        were discussed:
        o   Lab space, upgraded equipment
        o   Faculty need to be aware of what is available (find information at the
            classroom support website: http://www2.oakland.edu/csits/)
        o   Invite CSITS staff to classroom department/school meetings for
            demonstration, instruction
        o   Virus protection (update is automatic, faculty doesn't need to do
            anything)

- o Video conferencing needs: Elluminate, classroom capture system (in progress) can be used. More information needed on the adequate level of sophistication of the equipment.

4. Other Business (share questions/concerns/discussions from your department or school)

   - No additional issues discussed

5. Tour of the Technology Learning Center – Cathy Cheal

   - Cathy Cheal led the tour of the new Technology Learning Center
   - Various rooms are available by appointment for classes, meetings, or other uses (e.g., multimedia room, scantron rooms, conference room, etc.)

The mission of **eCollections@Oakland,** Oakland University's institutional repository is to ensure the university's heritage by digitally preserving highly important objects, while also collecting and offering access to digital objects of academic and institutional significance.

Primary goals:
- Archive documents that are important to the university.
- Digital preserve selected collections of high importance.
- Act as a digital resource for materials owned by OU with a high academic and research use.

Secondary goals:
- Act as a digital resource for academic and research purposes for materials owned by OU and for selected collections for which OU does not own copyright, but for which, copyright can be obtained.
- Act as a collaborative research tool.

Appropriate Content for Submission:
- The work produced, submitted or sponsored by OU Faculty, Staff or Students.
- Work that the author/owner is willing and able to grant OU the rights to preserve and distribute the work via the IR.
- The finished work already in digital format.
- Only materials that Oakland University has received permission from the copyright owner to make available for viewing/downloading and can manipulate digitally for proper storage and preservation.

Formatting of Content:
- Any digital formats will be accepted
- Preservation support will only be possible for approved formats

For more information about **eCollections@ Oakland** contact: Julia E. Rodriguez, Information Literacy and Educational Technology Librarian, rodrigu3@oakland.edu, 249-370-2490.

Senate Academic Computing Committee Meeting
December 4, 2009
430 Kresge: 12 noon – 1pm

Minutes

6. Telecom transition project for Voice Over Internet Protocol (VOIP)

    Theresa Rowe overviewed the initial plan of the multi-year Telecom Transition
    Project for Voice Over Internet Protocol (VOIP).

    • The existing campus telephone service is dated technology.
    • The building of the new Human Health building will cause telephone
      capacity issues.
    • The timing is right to begin the transition to a technically current
      platform, which in the industry is known as Voice Over Internet
      Protocol, often abbreviated as VoIP.
    • There are two sources of funding for the project: the recently
      approved building bond issue and UTS telecom funds.
    • The project will take 3 to 5 years to complete, based on current
      estimates.
    • Benefits include: easier telephone moves, adds and changes; new
      voicemail system and new voicemail capabilities; reduced cost for
      wiring new buildings; increase phone capacity on campus; new phone
      sets with improved features.
    • Included in the bond issue is a renovated network core facility, which
      is housed in O'Dowd.
    • Most campus buildings were wired in the early 1990s and to best
      position the network for the future, it is time to start a wiring refresh.
      In conjunction with the improved network core in O'Dowd, we also
      plan to rewire O'Dowd. Also, we plan to begin rewiring of the campus
      buildings in a structured and staged way, beginning with Varner Hall
      and Elliott Hall.

7. Issues concerning access to software necessary for teaching and research
    (continuing discussion from last month's meeting)

    • Refer to page 5 of AAUP December issue of Newsletter
      (http://oaklandaaup.org/Fall2009.pdf)

8. Classroom Improvement (continuing discussion) – George Preisinger

    • 40% classroom video cards updated, work in progress
    • Windows 7 installed in several classrooms
    • George Preisinger provided handouts for the following information:

(a) Connecting to a University Computer from General Purpose Classrooms (b) Standard General Purpose Classroom Computer Software Complements (Dec. 2009 version): Freeware, Licensed Software

- Starboard info: demonstration will be scheduled in the next meeting
  - Refer to the follow-up email (12/4) for Starboard tutorials from George Preisinger:

    Hitachi Starboard Educator Portal
    http://www.hitachi-soft.com/icg/educators_corner/index.html

    Starboard wireless tablet:
    http://www.hitachi-soft.com/icg/products/wireless_tablet/wt-1.html

9. Other Business (share questions/concerns/discussions from your department or school)

- Revisited the issue of the low response rate to the online course evaluation: Previously the idea of showing a popup, reminder window at the end of semester, via Moodle, was suggested. However, it would be hard to implement this suggestion because Moodle is a university-wide system, but not all schools use the unified course evaluation.

10. Winter 2010 Meeting Schedule
- Keep same schedule (first Friday of each month, 12-1pm, at 430 Kresge)
- January 8, February 5, March 5, April 2

Senate Academic Computing Committee Meeting
January 8, 2010
430 Kresge: 12 noon – 1pm

Minutes

1. StarBoard Demonstration

   - George Preisinger demonstrated various features of the StarBoard software (a digital whiteboard tool installed in every general purpose classroom)
   - The StarBoard tutorial link is available at the Classroom Support and Instructional Technical Services home page: http://www2.oakland.edu/csits
   - Workshops on this software would be beneficial.

2. Copyright Issues

   - Julia Rodriguez initiated a discussion on the issues related to *the use of copyrighted materials* (rather than copyright issues).
     - How are OU faculty members dealing with questions about the use of copyrighted materials?
     - Does OU have a system in place to support faculty in this area?
   - The discussion shifted towards informal conversation; sharing and identifying the existing laws, policies, conflicts, potential problems, and the gap between copyright knowledge and practice.
   - Theresa Rowe shared additional information through a follow-up email on 1/12/10:
     (American University's Center for Social Media has a set of resources for educators that discusses best practices in fair use for education: http://www.centerforsocialmedia.org/resources/fair_use/)

3. Classroom Improvement (continuing discussion)

   - No new discussion

4. Other Business (share questions/concerns/discussions from your department or school)

   - Theresa Rowe distributed a brochure (2006-2016 Map of Future Forces affecting Education) prepared for the KnowledgeWorks Foundation by the Institute for the Future (IFTF).

Senate Academic Computing Committee Meeting
February 5, 2010
430 Kresge: 12 noon – 1pm

Minutes

1. Review: ePortfolio Policy – Cathy Cheal

   • Proposed a draft of the ePortfolio Policy (working policy) for review.
   • Some suggestions made:
       - Several language changes (e.g., content ownership, content responsibilities/managament)
       - Clarification of the length of time to access (e.g., access will expire when NetID expires)
       - Need for guidelines for group editors (There was follow-up email discussions regarding this issue by Cathy Cheal and Yang Xia)

2. Proposed new voicemail system – Theresa Rowe

   • Shared information regarding voicemail transition plan. Before this semester ends, a new password reset will be needed. Additional information will be announced soon.

3. Classroom Improvement (continuing discussion) – George Preisinger

   • Elluminate VCS (Video Conference System) was introduced. It could be a tool for collaborative faculty meeting, hiring, etc. It is not intended for classroom use yet.

4. Other Business (share questions/concerns/discussions from your department or school)

   • Facuty/staff email address system concern by Ji-Eun Lee (for people who have the same last name): Theresa Rowe responded that UTS acknowledged the issue and is working on it. However, it will be a much more complicated process than it looks.

   • Issue on obtaining permission for video taped performance for the purpose of evaluation by Meghan Harris: George Preisinger responded that a generic release form is available from CSITS

Senate Academic Computing Committee Meeting
March 5, 2010
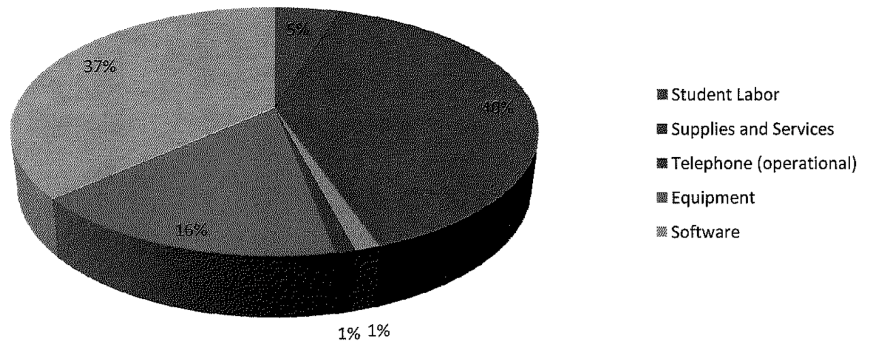430 Kresge: 12 noon – 1pm

Minutes

1. Voicemail transition – Theresa Rowe & Brian Paige (UTS, Executive Director Network & Technology)

   - At the end of Winter 2010 (tentatively April 28, 2010), voicemail transition will be placed.
   - New password set up needed.
   - There will be the 30-day transition period (Old system and new system will be concurrently used during this period. Because both systems are not compatible, faculty/staff need to manage their old, saved messages before the end of the 30-day transition period)
   - A new phone model was presented to the committee.
   - Committee feedback:
         - The tentative timeline would work.
         - Several announcements prior to the end of semester will be helpful in making smooth transition.

2. Discussion & Feedback: UTS tentative budget cut plan – Theresa Rowe & Brian Paige

   - UTS BY0910 Chart shared (see attached)
   - Equipment/service –personnel (engineers): closely related, not feasible to cut personnel
   - Software: university-wide use (e.g., banner-oracle license/teaching-learning software): not feasible to cut
   - Theresa reviewed each item on the pie chart
   - Committee feedback:
              - Considering big push for online courses and the close relationship between UTS and eLearning, the need for budget cut should be carefully justified.
              - Considering the increased student enrollment and student tuition, the need for a 5% budget cut should be clearly justified.
   - UTS requests committee members to get more feedback from each school/department

3. Other Business (share questions/concerns/discussions from your department or school)

- SEHS Technology Advisory Committee Discussion Forum Information:
    - March 22, 11:30-1pm (Box lunch meeting)
    - 204 PH
    - Cathy Cheal, Julia Rodriguez, General Counsel, AAUP representative will attend.
- Cathy needs faculty feedback on the document retention policy.
    - How long should archived back-up materials be kept? (e.g., Moodle, WebCT, Scantron, Elluminate, ePortfolio).
    * Please bring feedback from your school/department to April meeting.

University Technology Services BY0910

Student Labor	129,578
Supplies and Services	1,066,851
Travel/Training	33,900
Telephone (operational)	28,053
Equipment	442,553
Software	980,928

Senate Academic Computing Committee Meeting
April 2, 2010
430 Kresge: 12 noon – 1pm

Minutes

1. Document Retention Policy (continuing discussion) – Cathy Cheal
   • Cathy Cheal shared information from meetings with General Counsel and SEHS and the eLIS Faculty Advisory Committee:

Retention Issues for e-Learning Software Backups (A handout provided by Cheal)

I.   Legal concepts—Subpoenaed info trumps retention policy, FERPA info trumps Freedom of Info Act, subpoenaed info trumps copyright. Faculty and university may be liable for information saved in student content in courses, so we should have a cut-off time for saving archives by e-LIS. Faculty may save backups as long as they wish.

II. Moodle, Elluminate, and Scantron--We keep Moodle courses with student data because faculty request backups to be restored by us with information for Incompletes and Contesting grades.

     A. Moodle—on server and in backup files, 100 G per semester

         o   Pure WebCT (not really accessible anymore) From 200510- 200720

         o   WebCT to Moodle (accessible through conversion process) From 200540 - 200720

         o   Moodle Backups 200610 – 200910

     B. Elluminate—proprietary files on server

     C. Scantron—all on server, mostly grades

         • How long should we keep courses? 2-3 years?

         • Process for destroying old backups: Email faculty with instructions on making individual backups; inform all about the date of destruction and reason.

         • Look at Assessment requirements, length of time for Incompletes is up to 2 years, and Gen Ed is on 3 year cycle. 7 years for Faculty grade books, evidence of academic dishonesty, and course syllabi. 3 years course syllabi in dean's offices.

- How much in the backups?: All student data needed for Incompletes and Contesting grades, so we can't just back up course materials without student data.

III. E-portfolio has live ongoing courses--no backups, no archives.

- Oakland University's Record Retention Procedures were reviewed as guidelines (http://www2.oakland.edu/uts/files/recordretention.pdf)
- Committee members shared their department/school faculty members' feedback on the length of document retention period. It ranged from 1 year to 7 years. Also, the justifications varied (e.g., student data, grade related issues, tenure document preparation, etc.)
- Committee members made several suggestions (e.g., have each department take responsibility; charge nominal fee after a certain free retention period)
- Cathy Cheal will bring up this issue to the Academic Council meeting

2. UTS Budget Cut Plan (continuing discussion) – Theresa Rowe

- UTS probes the possible areas for budget cut
  - Student worker
  - Mid-night operators
  - Network refresh cycle
  - Wireless network
- Committee members suggested a possibility to provide wireless network service for only critical/limited areas, instead for the entire campus. It was also discussed that many students abuse the wireless connection in the general classroom, during their class, for non-instruction related activities (e.g., Internet surfing, movie, email, etc.). This is rather destructive. Theresa Rowe asked committee members to survey their department/school faculty members and to let her know the list of critical area/rooms that need wireless service.
- E-Learning (Cathy Cheal), Classroom Support/Instructional Technical Services (George Preisinger), and Kresge Library (Julia Rodriguez) briefly shared their units' budget cut plan and challenges they face.

3. Classroom Improvement (continuing discussion): George Preisinger

- OU campus and Macomb University Center Distance Learning set-up is being undertaken for Engineering 100 level courses.

4. Other Business (share questions/concerns/discussions from your department or school)

No further discussion