

## ITAC Meeting

**Date:** Friday, April 19<sup>th</sup> 2019

**Time:** 2:00 pm

**Location:** HS 1103

The meeting was attended in person by Heather Abbott-Lyon, Thomas Butterworth, Jeff Delaney, Davide Gaetano, Lis Hames, Jon Hansen, Alison Hedrick, Jim Herbert, John David Johnson, Rifka Mayani, Tyler Parham, Svetlana Peltsverger, Wes Rhea, Amber Smith (proxy for Mariel Fox), and Veronica Trammell. The meeting was attended via WebEx by Pearlie Harris, Brian Lawler, Arief Setiawan, Tris Utschig, and Jack Delinsky.

Meeting called to order at 2:02 PM by Heather Abbott-Lyon.

### **Agenda**

#### *Old Business*

- 1) Vote on March Minutes – Alison Hedrick
  - a) The following change was recommended:
    - i) Tris Utschig attended the meeting via WebEx. Add his name to the attendee list.
    - ii) Motion to approve with changes (Jon Hansen). Motion seconded (Svetlana Peltsverger). Motion carries. Alison Hedrick has posted the March 2019 minutes to [itac.kennesaw.edu](http://itac.kennesaw.edu)
- 2) Vote on revised Bylaws and University Handbook – Heather Abbott-Lyon
  - a) Feedback from Tris Utschig indicated we should modify the language in the University Handbook to state term limits of voting members.
    - i) The Bylaws state that undergraduate and graduate student members shall serve one-year terms.
    - ii) The University Handbook states that terms are 2 years. This should be updated to 2 years for TF and AD/SF members, and 1 year for SD.
    - iii) Motion to accept revised Bylaws and University Handbook language (Svetlana Peltsverger). Motion seconded (Jon Hansen). Motion carries. Heather Abbott-Lyon will revise the Bylaws and University Handbook and send to Faculty Senate for their last meeting of the year.

- b) It was noted that with the changes to membership (14 colleges and 6 students), ITAC's quorum will go up from 10 to 15. Historically, it has been difficult to have a quorum present at meetings, so this will make it even more difficult.
  - i) Distance Learning is now part of CETL, so it will need to be removed from the Membership of the Full Committee AD/SF list.
  - ii) Can student members be ex-officio?
    - (1) John David Johnson questioned how we are recruiting students. Heather Abbott-Lyon stated that SGA is responsible for deciding; therefore, we generally ask SGA to appoint someone. We do not want it to appear as if we are handpicking students.
  - iii) Dr. Delaney suggested that at the beginning of the term, we ask for student representatives. We can use the number of students who are appointed to count toward the quorum. The same can be done with AD/SF units. Ultimately, this will shrink the committee size, as well as the quorum size.
    - (1) Quorum is defined as 50% of the number of active members. Brian Lawler noted that a definition of "active member" will be needed, to include how someone (some group) becomes inactive, and how they become active again.
    - (2) If no one is appointed, or the representative doesn't attend (without notification or proxy) for a semester (2 meetings), they are not considered active members.
    - (3) Heather Abbott-Lyon will revise the language and email an electronic vote to ITAC members. We can still try to forward it to Faculty Senate for their last meeting of the year.

### 3) Digital Badge Subcommittee update – Svetlana Peltsverger

- a) The subcommittee did not find a specific product that would work for all groups.
- b) Digital Learning Innovations will continue using paid (by CPE) version of Credly for faculty engagement.
- c) College of Computing and Software Engineering will run a pilot for student engagement using Badgr (free version). They will begin using Badgr next Thursday for C-Day when students present their projects. It will be used to recognize winners and judges, and will save a lot of time, paper, etc.

- d) The subcommittee will present results for faculty and student engagement at end of next semester – how it worked, lessons learned, etc. They will continue the pilot for a year.
  - e) The subcommittee has not agreed upon a platform or policies. The consensus is that there should be a standard platform, but that's going to take some time. Much more discussion is needed.
  - f) If you (or other colleagues/concerned constituents) are interested in joining the subcommittee, please let Svetlana Peltsverger know. They have a Microsoft team and update there.
- 4) Data Management Subcommittee update – Heather Abbott-Lyon
- a) The subcommittee created a short (5 question) [survey](#) about ITAC's efforts on Data Management. Please complete it if you haven't.
    - i) The survey was sent to ITAC members on 4/15. There have been 9 responses so far.
    - ii) The overwhelming majority would appreciate recommendations from ITAC. Currently, there is no clear consensus on what people are struggling with.
  - b) The subcommittee will meet in the next 2 weeks to create a more specific survey. ITAC members will then be asked to send the survey out to colleagues for additional feedback. Results of that second survey will be used to create recommendations/advice.
- 5) Meeting time for 2019-2020
- a) If you are a voting member, check with your college to see if you are the representative for next year. If someone else is rotating onto the committee, let Heather Abbott-Lyon know.
  - b) If returning next fall, please complete the [2-minute poll](#) to help determine the optimal time for ITAC meetings during the 2019-2020 academic year.
    - i) The Executive Committee will meet monthly. The full ITAC Committee will likely meet every other month.
  - c) Ideally, we can schedule our August meeting in the next month.
- 6) Vote on officers for 2019-2020
- a) The following ITAC members have been nominated:
    - i) Justin Park – Chair
    - ii) Alison Hedrick – Co-Chair

- iii) Jon Hansen – Secretary
- b) Motion to accept the slate. Motion seconded. Officers accepted.

### *New Business*

#### 7) Updates from UITs

- a) Jim Herbert – NCUR was held last week.
  - i) This was the largest event ever held at KSU. It was the largest conference on undergraduate research in 33 years.
  - ii) UITs kept analytics for plenaries, food lines, etc.
    - (1) 4700 registrants, 6272 badges printed, 4405 new devices added to wireless network, app downloaded over 6000 times, attendees used 2420 GB of data while here during 2 ½ days
  - iii) This event broke records:
    - (1) Engagement stats – On average, conferences have 23969 engagements. A conference with 63800 engagements is considered to have high engagement. Prior to NCUR 2019, the top number was 190,000 engagements. KSU had 373,000 engagements during the event! We did not print a book – because we were 100% mobile and had great content, KSU doubled the record!
    - (2) The app was open (actively used) 284,000 minutes. “Best NCUR ever”.
- b) Rifka Mayani – Banner system updates
  - i) Updates will happen next weekend. Announcements will be going out on Monday, April 22. This is a major technical lift, so Banner will be down Friday, April 26, at 9:00 pm to Sunday, April 28, at 11:59 pm.
  - ii) There will be no changes in functionality. The only change from a functional side will be for users that use the Admin pages (Banner INB) – this will now be using DUO.
- c) Rifka Mayani – [DocuSign](#)
  - i) In October/November last year, UITs helped to launch DocuSign.
  - ii) DocuSign is a tool for obtaining electronic signatures on university documents. There has been a huge adoption across campus. Over 5800 documents have now been through the system. Around 4700 documents have been completed.

- iii) Information and training materials are available at <https://uits.kennesaw.edu/docusign/>
- d) Rifka Mayani – [Course Program of Study \(CPoS\)](#)
  - i) CPoS is the process that is run to identify courses within a student's program of study. Starting fall semester, courses that do not apply towards a student's program of study will be ineligible for federal financial aid.
  - ii) Reach out to Enrollment Services and Financial Aid for additional information. More information can be found at <https://enrollmentservices.kennesaw.edu/cpos/>
- e) Rifka Mayani – AdmitHub and QLess
  - i) A new product called AdmitHub will be released in Mid-May.
  - ii) Phase 1 - AdmitHub will allow Enrollment Services to do AI chatbot conversations with applicants through text.
  - iii) Future – The system will expand to current students.
  - iv) The rotunda of Kennesaw Hall has a queuing system to see the Registrar, Financial Aid, etc. This area becomes crazy and chaotic at the start of each semester. They are moving from a home-grown system to a new product called QLess. Phase 1 will open in the summer and will allow students to use a mobile app to check in and put themselves in line. If it is successful, they will use it in the future in other areas.
- f) Veronica Trammell – DUO
  - i) DUO was pushed to students on March 1. Prior to that date, 20,000 students had registered for DUO. Since that time, Banner has moved to DUO. VPN was moved to DUO on April 18.
  - ii) D2L will move to DUO on 5/9.
  - iii) There are two pools: 1) Office 365, VPN, D2L; 2) High security applications like OneUSG and Banner. We will have to log into high security applications at every session. These are identified in the URL – “ksufedhigh” means it is a top security application.
- 8) Other business
  - a) Brian Lawler made the following suggestion for next year:

- i) Please make a note to next year's officers. The option to join remotely has been wonderful for me because of Friday meeting time. However, please attach a microphone to the computer used to host, or select a room for the meeting that will provide for video conference. I have heard very little of today's meeting.
- b) No other business to report.

Meeting Called to Adjourn at 2:52 p.m. by Heather Abbott-Lyon.

**Upcoming ITAC Meetings**

August 2019, details TBA