**TECHNOLOGY ACROSS THE CURRICULUM (TAC)**

 **TASK LOG**

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|  | **Task** | **Responsible****Individual(s)** | **Date****Assigned** | **Notes/Progress** |
|  | No Open Tasks |  |  |  |
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**COMPLETED**

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 | Review of the Acceptable Use Policy | Bruce Farris and Kevin Bubb | 3/20/14 | * Review team met once on April 9
* 5/7/14 – Alex Azima requested Bruce Farris and Kevin Bubb to co-chair the meetings. Next meeting will be scheduled soon.
* 10/10/14 – The team met several times during the summer months and a proposed revision to the AUP was submitted to HR for consideration by Bargaining Unit Presidents on 10/6/14.
* 11/21/14 – Team’s recommended changes were presented as “first read” to the Board on Nov 17.
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|  | Include online class meeting times in the Schedule Book |  Kevin Bubb | 5/7/14 | * ITS will investigate.
* 10/10/14 – No action. Kevin will follow-up.
* 11/21/14 – Kevin contacted Tammy Grossbauer and she offered to contact Dan Holt to discuss the issue. Dan reported to the group that this issue is resolved
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|  |  Lynda.com | Leslie Johnson | 5/7/14 | * CTE will look into acquiring Lynda.com licenses for shared workstations.
* 10/10/14 – The Committee agreed to acquire 5 lynda.com licenses to be managed by CTE for a 1-year trial. ITS will cover the $1,750 cost.
* 11/21/14 – lynda.com licenses were purchased and John Thommen in CTE will administer them. This is a 1-year pilot, but may be revisited in 6-8 months to determine if purchasing additional licenses is warranted due to wide demand for the resource.
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|  | Laptops for Adjunct Faculty | Ed Suniga | 11/21/14 | * 11/21/14 – Ed Suniga provided an overview of the discussion at the last TAC meeting. Further discussion occurred. The point was made that faculty teaching a face-to-face course on campus have a teaching station available to them in the classroom. For faculty teaching an online class, their laptop is their teaching station. Jim Luke suggested that all ACC status adjunct faculty and those that teach online classes should be eligible for a laptop or tablet device. They may opt-out. For all other faculty, it was suggested that the College provide a tax document stating that having a laptop to teach a course at LCC is a requirement, but that the College is not providing one. This would enable the faculty member to claim the purchase of a laptop as a business expense on their tax return. The group agreed with this suggestion. Ed Suniga will take this back to SAALT for consideration. Concerns about the cost of this approach were raised. SAALT will research the potential cost and Ed will report back to TAC.
* 1/16/15 – No update. SAALT did not meet in December. Next meeting is in February, 2015.
* 2/27/15 – No update. SAALT’s next meeting is March 2.
* 4/10/15 – Ed Suniga reported that SAALT was in agreement with TAC’s proposal. He also proposed we investigate a Virtual Desktop Infrastructure (VDI) pilot this summer. He will organize a small team to discuss processes and costs associated with issuing laptops to ACC status adjunct faculty and those who teach online/hybrid courses. The team will also discuss his VDI pilot proposal and report back to the committee at our next meeting.
* 5/8/15 – Ed Suniga reported that a group met to discuss using VDI as an alternative to issuing college owned laptops. He proposed a pilot project this summer of 25 faculty members to further investigate this approach. Jason Therrien provided an overview of the VDI solution and demonstrated its use. Discussion followed. TAC members were asked to solicit volunteers for the pilot and Ed will act as coordinator.
* 9/25/15 – No update on the laptop proposal. Jason Therrien reported that only one faculty member piloted the VDI over the summer. It was successful for that faculty member, but we need more to participate in a pilot. TAC members were again asked to solicit volunteers for the pilot.
* 10/23/15 – Need participants for an effective pilot of the VDI solution – particularly adjunct faculty. Tom Field will contact Ed Suniga to find out why folks who expressed interest in the summer pilot did not participate. Several TAC members agreed to participate in a pilot and will solicit additional volunteers. They should contact Jason Therrien.
* 11/20/15 – Jason Therrien reported that there were five names for the VDI pilot. It would begin for them and TAC members would continue to solicit additional volunteers. Ed Suniga reported the proposed laptop policy as it currently stands: ACC adjunct faculty who feel they need a laptop can request one. Non-ACC adjunct faculty can request one and their requests will be considered on a case-to-case basis.
* 01/29/16 – Limited participation in the pilot. Several Committee members expressed interest in participating.
* 03/25/16 – VDI pilot testing is continuing. Discussion occurred about several challenges participants are having.
* 04/08/16 – VDI pilot testing is continuing. Meg Elias has tried this out and likes it. She raised a number of questions which Tom Field and Joe Kursch addressed.
* 05/06/16 – VDI Test Pilot is continuing. At this point only 7 faculty are using it. A brief discussion followed on how we could get more faculty to use it – educating people on why it is useful is needed (applies to Technology Usability and Training). Faculty presently using it discussed how they were using it and could potentially use it. It was pointed out that the discussion has become a VDI pilot discussion rather than a laptop for adjunct faculty discussion and that the Task item should be closed. The committee can continue to address VDI usage through the Technology Usability and Training standing agenda item. The Committee agreed to document the new process and work to communicate and assist in implementation before closing this task.
* 09/23/16 – Closed. The on-going VDI Pilot which was part of this item will be covered within the Technology Usability and Training agenda item.
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|  | Email System Integration | Bruce Farris | 2/27/15 | * 2/27/15 – Bruce initiated a discussion about the challenges students and faculty face in communicating effectively when the college has multiple email platforms that don’t work well together. eLearning and ITS staff will further investigate this concern: what are other D2L schools doing; is it possible to shutdown the D2L messaging capability and integrate gmail with D2L.
* 4/10/15 – Kevin Bubb reported that Joe Kursch has not had an opportunity to talk with other D2L schools that have turned on receipt of email from outside sources. He and John Hendzel also reported that D2L is redeveloping APIs with gmail. We will need to wait for this to be completed before we can explore closer integration between D2L and gmail. John also shared with the group that he is investigating the automated population of Google Groups to facilitate communication between faculty and students.
* 5/8/15 – Joe Kursch reported that he has contacted D2L for clients that have turned on receipt of email from outside sources. No success with this so far. He also reported that D2L integration with Google will be tested this summer after the upcoming D2L upgrade. John Hendzel reported that he is continuing to work on syncing Google Groups.
* 9/25/15 – Bruce Farris reported an update from Linda Hamlin which contained the following: (1) D2L verified to eLearning that they do have spam and anti-virus filtering and gateways in place. (2) They think it may be possible to restrict incoming mail domains but this has to be tested. (3) D2L was not able to put us in contact with any other schools who currently have their D2L mail setup to allow external messages into the system. (4) The next step is to work with D2L to configure the Test environment to receive external mail and validate that functionality. (5) Google Apps integration with D2L is going through verification in the Test environment. If implemented it will allow access to student email and Google Apps through D2L.

Faculty present reported continued anecdotal evidence of student difficulties dealing with two email systems. Bruce Farris was asked to draft an email to Richard Prystowsky alerting him to the issue and its Operation 100% implications.* 10/23/15 – Joe Kursch reported that testing of email systems integration is continuing. Also looking into integrating Google Apps with D2L.
* 11/20/15 - Joe Kursch demonstrated the capabilities of the D2L widget on D2L. This will allow students to access both D2L course mail and student Gmail from D2L, but they will still be two separate systems students will have to check separately. Having the widget in D2L will provide the benefit of making student Gmail more visible to students. Connecting Google Apps to D2L will also enable students to add file from their LCC Student Google Drive to the D2L Dropbox and will enable instructors to put Google Drive objects into Content. Joe also reported that D2L can be set to allow external mail in and this is currently in the test environment.
* 01/29/16 – Meeting ended before we reached this item.
* 03/25/16 – Joe Kursch reported that D2L/Google integration testing is continuing. An email from a faculty member to their class that was forwarded from the faculty member’s gmail account to their LCC email account was rejected by the IronPort email filter. This is being investigated.
* 04/08/16 – No change in status.
* 05/06/16 – Joe Kursch reported that D2L could not provide information on the email rejected by the IronPort filter (see Task Log 03/25/16) without additional information from the College. Work is continuing to enable outside email from LCC faculty and student email systems to send to D2L email. John Hendzel reported that he had looked at the possibility of searching the student Google address book from outside Google (which would allow faculty to search for student email addresses within Outlook) but we are unable to do that at this time.
* 09/23/16 – Closed. Integration of gmail with D2L was implemented this past semester and appears to be working well. Communication to faculty should be go out from CTE and eLeaning.
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|  | Concourse Syllabi Management | Dan Holt | 10/23/15 | * 10/23/15 – The Academic Senate has formed a sub-committee, led by Dan Holt, to discuss the challenges faculty face in using the Concourse Syllabi system. TAC placed this item on hold pending a report from Dan Holt as to where we might be of assistance.
* 01/29/16 – Meeting ended before we reached this item.
* 03/25/16 – Dan Holt reported that there are on-going discussions with Academic Senate leadership about next steps. Discussion followed regarding concerns about the challenges faced in effectively using the Concourse system.
* 04/08/16 – No change in status.
* 05/06/16 – No change in status.
* 09/23/16 – Closed. This item is being addressed by the Syllabus Team.
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|  | Student Pictures on Course Class Lists | Bill Garlick | 09/23/16 | * 09/23/16 – Jim Luke suggested this topic for discussion. The new Star Card has the ability to export student pictures to Banner and D2L. Bill Garlick will investigate this further.
* 10/21/16 – no update
* 11/18/16 – Bill Garlick reported that some preliminary testing has already occurred. He will touch base with Joe Kursch to discuss implementation within D2L.
* 01/27/17 – Bill Garlick briefed the group that a process for moving StarCard images to Banner is in place. Additional work will be needed through customization of Banner or the implementation of additional tools will be needed to make the images available on course class lists. Because student pictures are considered FERPA protected it may not be appropriate to pass these images on to D2L. Bill also reported that currently there is no requirement that students have a StarCard and that a small percentage of students have the new Starcard. Kevin Bubb will raise this with ELT.
* 03/24/17 – Kevin Bubb reported the following via email:”I shared with ELT members that we have been discussing a project to provide student pictures on course class lists.  Also shared that students are not currently required to get a StarCard and that very few have the new one.  Therefore, if we pursued the project the class lists would have very few pictures and there may be FERPA related issues. ELT decided that we will not require students to get a new StarCard and therefore we should not pursue the project regarding student pictures.” This task will therefore be closed.
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| 8. | Computer Access for Writing Curriculum Students | Leslie Johnson | 1/16/15 | * 2/27/15 – Leslie initiated a discussion about the need for writing curriculum students to have access to a computer with a keyboard to facilitate learning. This need manifests itself in other courses and programs offered at LCC. Two possible solutions each with challenges: 1) require all students in certain courses to have their own computer; 2) create more classrooms with computers. Kevin Bubb will take this topic to ELT for discussion and will report back at the April meeting.
* 4/10/15 – Kevin Bubb reported that he raised this topic with ELT. ELT referred this to Interim Dean Elaine Pogocheff. Elaine has talked with several English/Writing faculty and ITS has provided her with a list of computer outfitted classrooms and a list of available COWs and their usage over the past year. Mini-COWs with 12-15 computers was raised as an option. Elaine will continue to meet with faculty to discuss this topic.
* 5/8/15 – Bruce Farris reported that Leslie Johnson and Elaine Pogoncheff have met to discuss this need. No further update at this time.
* 9/25/15 – this issue was not resolved over the summer. Leslie Johnson and Dan Holt reported that if each writing classroom had 10-12 laptops that that should be sufficient to allow all students laptops as the balance of students bring and use their own devices. It was reiterated that a physical keyboard is necessary to meet student needs. Leslie Johnson will follow up to see if all the writing classes can be consolidated into the minimum required number of classrooms (estimated at 10-12). A request will be made to IT for the laptops for those classrooms.
* 10/23/15 – Leslie Johnson will contact Writing faculty to determine the number of classrooms to be outfitted with laptops which will be stored in locked cabinets with a dry dock and basic function printer. Once an overall configuration and cost is determined, Kevin Bubb will investigate using Student Technology Fee funds to acquire the equipment. A R25 room attribute will be created to assist in the scheduling of the outfitted rooms.
* 11/20/15 – Leslie presented results of her questions to Writing faculty concerning classrooms and laptops in locked cabinets. Eighteen writing faculty responded and most of the responses were positive. A brief discussion followed but making any conclusions was tabled to future meetings as Leslie had to leave for another meeting.
* 01/29/2016 – Leslie Johnson stated a need for 8 mini-COWs with 10 computers and a printer. Kevin Bubb will get costs. We also discussed the need to do a better job of room scheduling by matching a courses needs with the right classroom. Tom Field will reach out to Chad Keck to help address this issue.
* 03/25/16 – Kevin Bubb reported that a Capital/Non-Capital Request form was submitted by A&S as part of the FY17 budget process.
* 04/08/16 – No change in status.
* 05/06/16 – No change in status
* 09/23/16 – The acquisition of mini-COWs was approved as part of the FY17 Budget. Laptops have been purchased and the docking stations will soon be ordered. Eight classroom locations have been identified. Leslie Johnson will submit a MRC to Facilities for the construction of stands and dedicated circuits for the dry docks.
* 10/21/16 – No new report
* 11/18/16 – Waiting on the MRC to be completed. All equipment has been ordered.
* 01/27/17 – Installation of the mini-COWs is expected over Spring Break.
* 03/24/17 - Leslie Johnson reported via email that the new computer rooms for the Comp program are proceeding. The cabinets have been installed and the computers and printers are pending.
* 05/05/17 – Installation is proceeding. Task closed.
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| 9. | Technology Assistance for Students | Bruce Farris | 09/23/16 | * 09/23/16 – A discussion began on this topic at the May 6th meeting. It was decided that this should be added as a Task Log item. The group began compiling a list of resources already available to students. Kevin Bubb will reach out to Matt Fall to find out if a survey of student needs could be created to help us determine if additional resources are needed. The group discussed student digital literacy at length and identified potential solutions for addressing this concern. Kevin Bubb will raise the topic at a future ELT meeting.
* 10/21/16 – Matt Fall attended to help craft a survey to help us learn student needs. It was decided ed a Survey Monkey link on D2L would be the best option for delivery. It was decided that we should provide an incentive such as print credits, chance to win a tablet or other device, etc. The committee discussed various questions and Matt suggested we do a series of short surveys. Bruce Farris will start a shared document so committee members and Matt can get questions together for the surveys. Brenda Young will look at Help Desk data to see what issues and questions students are bringing to the Help Desk. Matt suggested we also look at Technology Awareness surveys to see what questions other organizations are asking. Discussion of face to face technology help for students continued. The concern was raised about liability for working with student owned equipment. It was agreed to continue discussion of how to help with this student need at later meetings.
* 11/18/16 – The survey questions are being crafted and should be ready for final review by the Committee in early December. The survey(s) will then be passed onto Matt Fall in CDS for distribution in mid-January and we can review/discussion the results at our next meeting.
* 01/27/17 – Bruce Farris led a discussion about a survey to students regarding their technology needs and usage. Six survey questions were selected. Bruce will follow-up with Matt Fall to get the survey sent out via D2L and paper copies to select campus locations such as the Computer Labs, StarZone, Learning Commons, Library, and the Centre for Engaged Inclusion.
* 03/24/17 – The committee reviewed and finalized the list of questions after Matt Fall had provided some input since our previous meeting. Also, the group discussed potential incentives including print credits, Gannon Commons certificates, and other items. It was decided to conduct the survey this semester (Carrie Miller indicated it could be done as an announcement on all D2L sites and paper ones will also be made available) Bruce Farris will follow up with matt Fall to get the survey going.
* 05/05/17 – The survey was distributed to students and over 450 responses were received. The drawing for the prizes was held and students have been notified. Bruce will tabulate the results and distribute them to the Committee members. Discussion before our next meeting in the Fall will occur via email.
* 09/20/17 – Kevin Bubb reported on a number of activities related to the student technology needs survey: ITS added 50 laptops to the Library’s inventory for student checkout, ITS is investigating an expansion of our VDI capability, and the College is investigating the viability of providing all fulltime students with a laptop.

Bruce Farris led a discussion of the survey which was conducted last Spring. We identified a need to communicate to students the availability of free software such as Microsoft Office through the Student Advantage Program. Tom Field will provide a list. Carrie Miller will explore adding a notification in D2L and Marc Smyth will work with Marketing to do something with digital signage.* 10/20/17 – Kevin Bubb reported that an additional 250 laptops are being purchased for the Library to checkout to students.
* 11/17/17 – This task is closed.
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| 10. | Faculty access class scheduling data | Bruce Farris and Bill Garlick | 1/26/18 | * 1/26/18 – Bruce Farris asked if faculty could access the College Scheduler application in order see upcoming and previous semesters to assist them in evaluating the impact of class schedule changes on student’s ability to take the classes they need in their program of study. The concern is that required classes could be scheduled for the same days and times. The group discussed this topic. Bill Garlick will research this and identify potential ways to provide faculty with this information.
* 2/23/18 – No update due to staff resources not available at this time to research the issue.
* 4/6/18 – No update at this time, but Bill Garlick anticipates being able to continue research in late April/early May, and plans to follow up with Bruce Farris and Mindy Wilson about what would be the most beneficial to faculty.
* 9/21/18 – Bill Garlick provided an update. His team investigated this and found that DegreeWorks may provide a good solution. Will look further into developing reports regarding course demand to assist in planning and scheduling.
* 10/19/18 – Bill Garlick had no update on Degree Works, but anticipates being able to provide an update inn the near future. He did meet with Terrance King regarding some similar needs in Guided Pathways and feels that work needed in this task will overlap with work needed in Guided Pathways, and that solutions for the two will be tied together. Additionally, software for visualization mapping in Guided Pathways may be able to help as well.
* 11/16/18 – Bill Garlick reported that progress continues.
* 12/14/18 – Bill Garlick reported that progress continues. Testing with Degree Works will occur in the near future.
* 1/25/19 – Bill Garlick is finalizing a new report on the dashboard with Terrence King, This report will work with Degree Works and will see what pathways a course is in, pull data including enrollment, number of sections, etc. Bill will demo this for TAC at the next meeting.
* 2/22/19 – Mark Tesone did the demo Bill mentioned at the last meeting of the Argos Guided Pathways Course Lookup report.
* 3/22/19 – no update
* 4/19/19 – Bill Garlick stated that development work is continuing. The group felt this item could be closed.
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| 11. | Followup of Academic Senate discussion- Communication and dual email systems in D2L and LCC email | Paul Schwartz and Bruce Farris | 3/22/19 | * 4/19/19 – Kevin Bubb reported that this is actively being investigated by eLearning and ITS in consultation with D2L. The group felt this item could be closed.
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| 12. | Followup of Academic Senate discussion- inconsistent use of D2L gradebook | Paul Schwartz and Bruce Farris | 3/22/19 | * 4/19/19 – Kevin Bubb reported that this is actively being investigated by a committee in Academic Affairs. The group felt this item could be closed.
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