Council for Academic Technology and Innovative Education (CATIE)
June 28, 2017
6:30 – 8:00
Hilton College Station
Meeting Summary

Members/Proxy Attendee:

TAMU	Jeff Kurtz, Sharon Gibson-Mainka (proxy for Jim Snell)
	Maria Barrufet
TAMHSC	Paul Brandt
TAMU-CT	Lisa Bunkowski, Richard Schilke
TAMU-C	Julie McElhany
TAMU-CC	Ed Evans, Lauren Cifuentes
TAMU-K	Lori Kupczynski, Rolando Garza (proxy for Michelle Durán)
TAMIU	Pat Abrego, Alfredo Ramirez
TAMU-SA	Sherita Love, Holly Verhasselt
TAMU-T	Kevin Williams
PVAMU	Charlene Stubblefield, Lin Li
TSU	Kelley Shaffer
WTAMU	Lora Haasl
TEES	Ed Pierson
TEEX	Tony Casper (proxy for Lesa Hill)
TTI	Terri Parker
AgriLife Ext	Holly Whitaker
TAMUS	James Hallmark, Sheri Pappas
WebEx	Julia Allen (TAMU-T), Jim Gentry (TSU), Mike Smith (TAMU-C)
Guests	Jan Faber (OGC), Jeanie Izurieta (TAMU), Kathy Nelson (TAMUS), Ben Soto (TAMU-CC)
	John Williams (PVAMU)

Unable to attend:
Jim Snell (TAMU), Joan Mileski (TAMU-G), Michelle Durán (TAMU-K), Kris Drumheller (WTAMU), Lesa Hill (TEEX),

CATIE Meeting agenda:

- Welcome, Holly Whitaker
- Background and History of DEAC/CATIE, John R. Williams, PVAMU
- Executive Committee Election, Holly Whitaker
- Review of CATIE strategic plan and responsibilities, Holly Whitaker
- Task force Updates, Committee Chairs
- Quality Matters Consortium, Pat Abrego
- Accessibility recommendations, Julie McElhany
- Export Control information, Jan Faber, Office of General Council
- PWC update, James Hallmark
- LTAC update, Charlene Stubblefield, Pat Abrego and Sherita Love
- CATIE website update, Sheri Pappas and Holly Whitaker

Welcome & Introductions - Holly Whitaker, Vice Chair
Member introductions, WebEx attendee introductions and guest introductions.

Brief Background - Distance Education Advisory Council and CATIE - Dr. John R. Williams
The *Faculty Advisory Committee on Future of Distance Learning* was formed in 1998 by Chancellor Barry Thompson to assess the influence/impact of distance learning and the faculty's role in this new educational environment. At the same time the *Distance Education Advisory Council* (DEAC) was formed and chaired by Dr. Charles Lee, Vice Chancellor for Research, Planning and Continuing Education. DEAC was charged with analyzing the feasibility of creating a "virtual" campus, encouraging System collaboration; incorporating videoconferencing technology to offer courses to sister campuses and forming network locations to assist distance learning students. DEAC was the first systemwide task force that included technology leaders, academic administrators and financial experts to investigate the issues surrounding distance learning. DEAC later migrated into CATIE.

Special Recognition of Dr. John R. Williams for Years of Service to TAMUS - James Hallmark
Dr. John R. Williams was a member of the inaugural A&M System Distance Education Advisory Council which was later restructured into the A&M System Council for Academic Technology and Innovative Education. Dr. Hallmark recognized Dr. Williams for his 41 years of service to The Texas A&M University System DEAC from 1998-2008 and CATIE from 2008-2017. Dr. Williams was also honored with a special rendition of rewritten words to Gilligan's Island – Chemistry Professor style by Charlene Stubblefield and Sheri Pappas.

Election to Executive Council – Dr. Holly Whitaker
CATIE Executive Council has three positions open. Members of the executive council generally meet face-to-face twice a year, attend a one-day fall retreat, and meet monthly via electronic communication. All eligible CATIE members are encouraged to consider serving on the executive council. Election ballots will be sent electronically to current CATIE members.

Review of CATIE Primary Focus – Dr. Holly Whitaker
CATIE's primary responsibilities are focused on the guiding principles of innovative strategy, evaluation, recommendation and implementation of strategies and regulations and compliance within the field academic technology. CATIE Task Forces assist in providing information, guidance and/or recommendations through the council to the Vice Chancellor for Academic Affairs (VCAA).

Task Force Updates
Accessibility/Universal Design Task Force – Dr. Julie McElhany, Chair
The Accessibility/UDL Task Force developed recommendations for review and endorsement by CATIE. The recommendation handout was provided at the meeting (and electronically) for members. The recommendations will follow the same process as the Quality Assurance recommendations (i.e., from CATIE to VCAA to TLC then to CAOs) with roadmap for implementation.

> **Action Item**: send list of Electronic Information Resource (EIR) accessibility contacts to CATIE

Agency Task Force – Dr. Holly Whitaker, Chair
The Agency Task Force plans to have a track or breakout session that focuses on agency needs/concerns at the Chancellor's Summit in June 2018.

Digital Learning and Integrity Task Force – Ms. Charlene Stubblefield, Chair
The Digital Learning and Integrity Task Force worked with Mr. Stone to secure a one-year contract with Examity and ProctorU for proctoring services. Next step is to create a Master Agreement RFP that allows system members the discretion to adopt proctoring services according to their needs. The Master Agreement RFP was created and is currently in review by the Office of General Counsel.

LMS Task Force – Dr. Richard Schilke, Chair
The LMS Task Force created a Master Agreement LMS RFP for qualified respondents. This Master Agreement will allow System members the discretion to adopt the LMS according to their needs. The Master Agreement will be considered an "opt-in" option for the universities. An evaluation committee will review the responses and put forward those that meet the criteria for the Master Agreement.

> **Reminder to CATIE from James Hallmark** – master agreements (i.e., collaborative pricing) are designed to provide members a reduced price for the product, **however** it is important for members to understand they are not locked into that product or service provider. Members have the "opt-in" opportunity if they want to take advantage of the collaborative price.

Quality Assurance Task Force – Dr. Kelley Shaffer, Chair
The Quality Assurance Task Force is currently hosting the Chancellor's Symposium on Quality Assurance – Institutional Readiness. By all accounts, the Symposium is going well!

Faculty Task Force – Dr. Lori Kupczynski, Chair
A call for volunteers to serve on the Faculty Task Force is circulating. Discussion topics include augmented reality, gamification, adaptive systems for online learning, and innovative learning spaces.

Quality Matters Consortium Task Force – Dr. Pat Abrego, Chair
TAMU Instructional Technology Services provided Quality Matters APPQMR and IYOC training in conjunction with the QA Symposium. The APPQMR workshop had 11 attendees and the IYOC had 16 attendees. This brings the Systemwide total to 576 for APPQMR and 145 for IYOC individuals trained.

Export Control Briefing – Mr. Jan Faber, Office of General Counsel
Export controls are US laws that regulate the distribution to foreign persons and foreign countries of strategically important commodities, service and information for reasons of foreign policy and national security. An "export" occurs whenever controlled technology, technical data, software, materials, equipment, technical assistance or defense services are disclosed in any medium or manner outside of the United States, or to a foreign person no matter the location.

In order to ensure compliance with export controls, it is important for university personnel to identify when their activities may trigger export controls. When export controls apply, individuals must take the appropriate steps to obtain any required governmental licenses, monitor and control access to restricted information, and safeguard all controlled materials. Export control violations can result in penalties and fines which may apply to an individual, the institution or both.

Potential triggers for export control:
- Identifying the risks on campus
- Identifying the risks off campus
- How to mitigate the risks
  - Distance learning is considered a risk
    - Cannot provide services to citizens or governments that are on the embargo list

Final recommendation is to establish checks and balances within your institution

PWC Title Code Update – Dr. James Hallmark
A&M System office, under the direction of Mr. Wade Wynn, is putting together a task force to identify the challenges associated with academic technology titles and salaries. CATIE will have the following representatives on the task force: Ed Evans, Ed Pierson, and Michelle Durán.

LTAC Update – Dr. Pat Abrego
THECB now has a distance education web portal.

Action Item – Members need to reconcile the information listed on the CB web portal with the programs advertised by the university.

CATIE Website – Dr. Holly Whitaker, Ms. Sheri Pappas
CATIE website is in the initial stages of formatting and populating.

Meeting adjourned.