

## **Council for Academic Technology and Innovative Education (CATIE)**

February 22, 2017

11:30 – 1:30

Moody Gardens

Meeting Summary

### **Members/Proxy Attendee:**

TAMU	Jeff Kurtz (Proxy for Jim Snell)
TAMU-G	Joan Mileski
TAMU-Central Texas	Lisa Bunkowski, Richard Schilke
TAMU-Commerce	Mike Smith
TAMU-Corpus Christi	Lauren Cifuentes
TAMU-Kingsville	Michelle Durán, CATIE Chair
TAMIU	Pat Abrego
TAMU-SA	Holly Verhasselt
TAMU-T	Kevin Williams
PVAMU	Charlene Stubblefield, John Williams,
TSU	Kelley Shaffer
WTAMU	James Andrews, Lora Haasl
TEES	Ed Pierson
TTI	Terri Parker
AgriLife Extension	Holly Jarvis Whitaker, CATIE Vice Chair
TAMUS	James Hallmark, Sheri Pappas, Mark Stone

Audio attendees: TAMU Jim Snell ; TAMU HSC-Paul Brandt; TAMU-C Julie McElhany; TAMU-K Lori Kupczynski; TAMU-T Julia Allen; TEEX Lesa Hill

Unable to attend: TAMU-Maria Barrufet; TAMU-CC Amy Aldridge Sanford; TAMIU-Alfredo Ramirez; TAMU-SA Sherita Love; TSU-Jim Gentry; CSAC Student Rep Jesus Padilla

### **Welcome:**

Welcome and appreciation to CATIE members by Michelle Durán - thanking CATIE members for their continued support and contributions; encouraging members to seek opportunities to stay involved in CATIE while continuing to build a presence within the council and making strides for System-level changes.

### **CATIE's Primary Responsibility:**

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 may participate in other areas upon request so long as it ties back to our main area of responsibility. CATIE will try to provide expertise and accommodate requests and continue to advocate for academic technology improvements.

### **Task Force Updates:**

CATIE Task Forces were created to focus on specific areas as each relates to academic technology. The following is a briefing of the Task Force charge and updates as appropriate.

#### **Digital Learning and Integrity Task Force – Charlene Stubblefield, Chair**

Charge - to develop a multi-faceted approach with the primary objective to advance the application and integration of digital technology in higher education.

Goal 1: Create an RFP and execute a contract for authentication and exam proctoring

Goal 2: Begin researching a turnkey online student success system, using the process of developing a matrix and PowerPoint to demonstrate the following:

- List what other TAMUS institutions are currently using
- Provide a description of the purpose of each
- From the list and data gathered compare options using a matrix
- Create a PowerPoint presentation to articulate findings
- Upon request create an open-ended RFP and execute a contract

**Agency Task Force – Holly Whitaker, Chair**

Charge - identify potential collaborations between System agencies and institutions with successful continuing education units/departments.

Holly reported that the Continuing Professional Education (CPE) officers from within the System meet on a regular basis and are excited to know they have a voice at the System level through CATIE. The Agency Task Force will continue to interact with CPE officers to recognize their success and promote continuing education programs.

**State Authorization Task Force – James Andrews, Chair**

Charge – to create a network of university/agency contacts leading the state authorization effort on behalf of their respective institution/agency. Provide regular updates for members and other interested parties on developments regarding state authorization issues and their implications on education.

Goal - to keep TAMUS member institutions informed and update on State Authorization and SARA Policies and Operations. The task force intends to hold two webinars (1) State Authorization 101 which explains the basics and (2) a webinar that addresses the more complex issues of SARA such as physical presence, licensure programs, reporting requirements, and complaints. Note: State Authorization contacts have been identified for each campus and their backup. Updates have been sent on 6/16 and on 6/19.

**Accessibility/Universal Design Task Force –Julie McElhany, Chair**

Charge - provide recommendations for accessibility compliance to the Chief Academic Officers; develop a strategic and systematic plan for building awareness and integrating accessibility and universal design (UDL) principles for all learning environments.

Goal – prepare recommendations for implementation consideration at System-level.

Based on research, institutional surveys and input from members, the Accessibility Task Force formed a committee to begin writing accessibility recommendations to (1) review and endorsement by CATIE with final submission to Vice Chancellor for Academic Affairs (2) present to Chief Academic Officers for System-wide implementation.

Goal – secure collaborative pricing for captioning services.

A result of a collaborative effort by the Digital Integrity, Accessibility/Universal Design and input from Electronic and Information Resources Accessibility Committee(s), CATIE is working with Mark Stone to secure collaborative pricing options on three captioning services: cielo24; 3PlayMedia; Rev.

CATIE is also working with Mark Stone, System Chief Information Officer, on developing an RFP process to design tiered service requirements that allow providers to determine which tier they meet and allow members to secure that product or service that best works for their situation.

**As a reminder to CATIE from James Hallmark** – collaborative pricing provides members a reduced price for the product **but** 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.

**Collaborative Pricing Task Force - Paul Brandt, Chair**

Charge - to develop guiding principles for System-wide collaborative initiatives to better use/leverage resources in technology mediated instruction.

**Note:** CATIE is seeking a new chair for the Collaborative Pricing Task Force. Dr. Brandt is available to assist the new chair as needed.

**LMS Task Force – Richard Schilke, Chair**

Charge - to investigate the various features the LMS needed to have such as its functionality and the overall effect of a campus-wide the integration of an LMS. Mark Stone would like this committee to assist with developing a master RFP for the LMS features and functionality.

**Quality Assurance Task Force – Kelley Shaffer, Chair**

Charge - to provide a shared starting point for setting, describing and assuring academic standards for online courses and programs. The QA task force provides input on the development of processes, procedures and best practices for maintaining academic standards within the online educational environment. In addition, the QA task force will provide a forum for continuous discussion to strengthen learning so that the reviews and evaluations set forth best practices and can be shared throughout the A & M System.

Goal - host the Chancellor’s Symposium on Quality Assurance which will provide a System perspective on the internal and external benefits of quality assurance; the opportunity for continuous improvement; accountability and accreditation requirements; the challenges for creating conditions to support change as well as leveraging System resources to develop collaborative and collegial practices.

**The Symposium will take place in June 2017 in College Station.**

**Quality Matters Consortium – Pat Abrego**

The QM consortium is in the beginning stages of developing System-wide consortia for collaboration with members. This group is investigating the best practices for sharing course reviewers and offering professional development opportunities.

**Faculty Task Force – Lori Kupczynski, Chair**

Charge – to research innovative ideas and strategies for academic technology integration; what is out there and what are the trends on a national and international level.

**Chancellor’s Symposium on Quality Assurance – Holly Whitaker, Chair**

Program committee – Pat Abrego, Michelle Durán, Kelley Shaffer and Charlene Stubblefield

The focus of the Symposium is, “Moving Towards Quality Assurance” on your campus based on the recommendations put forth from the QA Task Force. The Symposium is scheduled for June 28-29, 2017 in College Station, TX. On June 27<sup>th</sup>, TAMU ITS will host QM APPQMR training and the morning of June 28<sup>th</sup> TAMU ITS will host QM IYOC training. Provosts have been asked to send a team of five representatives from their campus to the Symposium. The QA Task Force has developed an

Instructional Profile for the teams to complete prior to the Symposium. The profile will be used throughout the Symposium as a guide to help with Quality Assurance implementation on their campuses.

### **System Governance Overview**

Teaching and Learning Council (TLC) – focus is with System contracts (some overlap with CATIE) with expanded broader objective. TLC reports to CAOs.

**Academic Technology Council** - Provosts conveyed their thoughts on the broader perspective on how IT works with the academic side of the house. Example is the implementation of “Work Day” which had a few glitches however, changes and updates have been incorporated that take into account the academic side of the house. Dr. Hallmark noted that it is important to recognize that constructive feedback, from councils such as CATIE, are important and do matter in assuring what is being implemented makes sense.

**Action Item** – send CATIE members the power point of System Governance structure

### **Electronic Information Resource Accessibility Committee (EIRAC)**

The focus of this committee is on the 508 Refresh. The Refresh is about updating 508 Standards and Section 255 Guidelines so that they adequately address accessibility and keep pace with the ever-changing nature of the technologies covered. **The deadline to implement the 508 Refresh is January 18, 2018.** EIRAC is developing webinars that provide specific information to specific areas regarding accessibility (i.e., procurement, academic technology, health and wellness...). EIRAC is also working with Vendor Participation Agreements (VPATs) that acknowledge the vendor is complying with accessibility requirements within their product. EIRAC would like to create a central repository of VPATs. In addition, EIRAC is putting together a demo for Equidox Onix which is PDF remediation software.

Concern shared by Julia regarding uniformity of security related to FERPA. Julia expressed that TAMU-T has had difficulty in getting vendors to commit to and agree to the level of security necessary in handling personal student information (e.g. online proctoring of students taking exams via video). Is there a way for CATIE to collaborate with the ISOs across the System to ensure we have uniformity?

**Action Item** – Charlene and Julia to work together on the ISO/anything related to FERPA request.

**Administrative Computing Council** – working with Jeff Zimmerman, Director of Procurement Services (TAMUS) to develop an RFP for the Course Evaluation Instrument – meaning the deliver y format is online.

**Action Item** –request from Administrative Computing Council to partner with CATIE to create a Task Force to look at Innovative Learning Spaces (physical, pedagogical to implementation and technical infrastructure) and create a System-wide exemplar portfolio of spaces and host a showcase for System members. \* CATIE chair will send out a call for volunteers to participate on Innovative Learning group

### **THECB Learning Technology Advisory Council (LTAC) Update:**

CATIE members that serve on the LTAC are Pat Abrego, Michelle Duran, Sherita Love, Charlene Stubblefield

- State of Distance Learning Survey – distributed to CAOs

- Updating the Principles of Good Practices (PGP) for the state for electronically delivered courses. Working on a document that will be cross-mapped with CRAC, SACS, QM, Online Learning, Quality Scorecard. LTAC will encourage each HERC to add PGP to their agenda for presentation and distribution for comment and feedback.

LTAC is launching the first ever orientation session for the chairs of the HERC at the end of February. In March, LTAC will hold an orientation for the HERC members to review responsibilities and a state template for reporting distance learning courses.

**Action Item** - Richard Schilke is requesting LTAC to revisit and consider updating the definition of distance education to better reflect current practices.

**CATIE Website:**

Development is currently in the beginning stages to create a CATIE and EIRAC website. Website should include an external public facing area, an internal intranet, and a discussion area.

**PWC Title Codes:**

CATIE members expressed concern that the academic technology field may not have adequate representation when deciding on the classification of positions. CATIE is asking for clarification of titles that reflects the actual position as the titles are inaccurate for the work performed.

There was not a discrepancy in what we were actually doing but there was a discrepancy was in the position that represented it. Academic Technology was on the technology scale which is a different pay scale from the general scale.

**Action Item** – Michelle Duran to send out Excel worksheet asking:

- In your department (Academic) that you supervise
- What was your title was prior to PWC?
- What your title is now according to PWC
- What your working title is which may differ from your PWC title
- And whether or not it is on the technology scale – ask HR to tell you if you are on the technology scale

This information will help determine next steps in advocating for reconsideration of titles

Follow up – Dr. Hallmark will work with System representatives to bring PWC issues to the table and discuss including

**Export Control**

Briefly, Export Control regulates the shipment or transfer, by whatever means, of controlled items such as software, technology, or services out of the U.S. (termed an “Export”). Export Control has the potential to severely limit the research opportunities of university faculty and their students and staff, as well as to prevent international collaboration in certain research areas. Non-compliance with export controls can result in severe monetary and criminal penalties against both an individual as well as the university, and can result in the loss of research contracts, governmental funding, prison, and the ability to export items. What role does CATIE have, if any, with Export Control?

**Action Item** – Dr. Hallmark will ask the Office of General Council to provide information to CATIE.

Meeting Adjourned.