Educational & Research Technologies Committee
Minutes
427a Waterman
March 7, 2018

Present: Hung Do (BSAD), Nancy Jenny (LCOM), Lutz Kaelber (CAS), Marc Law (CAS), Jane Petrillo (CALS), Helen Read (CEMS), Lyman Ross (LIB), Regina Toolin (CESS)

Absent: Sarah Cleary (GSS), Tim Lee (LCOM), Cathy Paris (Faculty Senate President) Tim Tourville (CNHS), Brian Voight (RSENR)

Guests: Andrew Horvat, Veronika Carter, Rachel Trowbridge

 Regina Toolin called the meeting to order at 8:35 am in Waterman 427a.

1. **Minutes.** The minutes of the January 17, 2018 were approved with a minor change.

2. **ERTC Operating Procedures.**

**Faculty Senate Educational and Research Technologies Committee (ERTC)
Operating Procedures   Working Draft   1-17-18**

ERTC Responsibilities & Membership (Source: Faculty Senate By-Laws)

7.1.5.6 Educational and Research Technologies Committee. This committee shall have the responsibility of matters related to the development and implementation of educational and research technologies at the University that guide acquisition of information literacy by students and faculty. It shall review and recommend policies and procedures relating to the planning, introduction, and use of campus-wide technologies, including computers, communications, electronic data handling, and instructional media. The committee shall assume responsibility for informing the administration of educational and research priorities and needs related to information literacy and see that these are considered in all planning. It shall maintain close liaison with the Curricular Affairs Committee, the Financial and Physical Planning Committee, the Student Affairs Committee, and the Research, Scholarship, and Graduate Education

Committee. In addition to the membership stipulated in Section 7.1.2.1a and 7.1.2.3, each of these committees shall appoint one of their elected members to serve as a voting member on the Educational and Research Technologies Committee. The committee shall maintain close liaison with appropriate administrative offices in its areas of responsibility and with the Educational Policy and Institutional Resources Committee of the Board of Trustees.

7.1.2.1 Elected Members.
a.   Number. Except as described below, standing committees and standing subcommittees shall be composed of at least one member from each of the major academic units (the Colleges of Arts and Sciences, Agriculture and Life Sciences, Education and Social Services, Engineering and Mathematics, and Medicine; the College of Nursing and Health Sciences, Business Administration, and Natural Resources; and the Officers of Extension, and of the Libraries. A unit with more than 200 full-time eligible faculty members may elect one additional member to each standing committee and standing subcommittee.
b.   Eligibility. Any eligible faculty member may stand for election by his/her college or school to serve on a standing committee except as otherwise stated in these Bylaws.
c.   Term. Members of the standing committees shall be elected for three years or as otherwise stated in these Bylaws, starting on July 1. Terms shall be staggered so that approximately one-third of the standing committee members shall be elected each year.
d.   Election. The election of standing committee members shall be the responsibility of the individual college and school faculties. Elections shall be held no later than April of each year and shall be conducted by secret ballot distributed to all eligible faculty members of the college/school. An opportunity must be provided for all eligible faculty members to volunteer to run for election to Senate standing committees. The Faculty Senate shall supervise the elections of Senate Standing Committees; concerns regarding election irregularities must be communicated to the Senate President by May 1.
e.   Vacancies. If a standing committee member vacates his/her seat the vacancy shall be filled by a special election within the unit from which s/he was elected. The term of a member under these circumstances shall commence immediately and shall normally be for the unexpired term of the regularly elected member. If a standing committee member is granted leave for one year or less a replacement shall be elected by a special election within the unit from which s/he was elected to take the absent standing committee member's seat for the period of the leave.
f.   Attendance. A standing committee member absent from three committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated his/her seat.
g.   Members of the Senate. A standing committee member may also serve as an Elected Senator. Standing committee members are members of the Senate without vote if not also an Elected Senator.

Meetings (Dates, Times, Location)
- The Educational & Research Technologies Committee meetings are generally held on the second Wednesday of each month from 8:30 - 10:00 a.m. in 427A Waterman.
- It is the responsibility of the ERTC Chair to notify all members of the specific dates, times, and locations of committee meetings.

ACTION:

Jane Petrillo motioned to approve the ERTC Operating Procedures, Helen Read seconded the motion.

Approve 7   Oppose 0   Abstain 0

The ERTC Operating Procedures were approved.

3. **Registrar Update, Veronika Carter and Rachel Trowbridge.**
   a. Leap Frog costs between $40,000 and $45,000 for the annual subscription compared to the current system, DegreeWorks at $12,000. Visual Schedule builder is another option, as it is an online scheduling tool. There are not a lot of options out there. The Registrar's meeting is scheduled for the end of the month. There will be a vendor fair and this gives the Registrar's Office a chance to see what else is out there. They would like to make some decisions by the end of the month.

   Expanded Section Descriptions are on the top of list of desired features, however, if they cannot find a solution it could be included into the Banner 9 upgrade. However, that does not have a ton of capability. Weighing programing resources and funding is always a challenge.

   b. Banner update deadline is December 2018.

   c. Timeline for university app would be June for students and August for advisors with a big roll out in the fall. There will be a campus wide roll out meeting later this spring. Stacey Kostell is in charge of this project. It is a much more sophisticated advising tool that includes these features.

      i. Students will be able to email advisors directly through the app.
      ii. Working on a texting option
      iii. Can self-identify and can get information based on those selections.
      iv. Creates better communication with the students
      v. May potentially help with student success and retention.

4. **CIO Interviews**

Candidate One (Jane, Lyman and Regina)
Wednesday, March 21, 2018
12:00 – 1:00 p.m.
Waterman Building Room 527, Phi Beta Kappa

Candidate Two (Jane, Lyman and Regina)
Wednesday, March 28, 2018
12:00 – 1:00 p.m.
Waterman Building Room 527, Phi Beta Kappa

CIO Interview Questions:

1. Have you ever worked in an IBB environment?
2. Will the technology fees be transparent?
3. What size institutions do you have experience with?
4. New Maker Space technology experience.
5. What new technologies did you bring to your previous institution?
6. What technologies have you used to improve student / faculty success?
7. How do you promote cross college collaboration?
8. What content management systems do you have experience with?
9. What is your philosophy and background on distance education?
10. Demands of the marketplace, what we do versus what is out there. How do you manage these issues?

5. Old Business.

1. **Furniture**
   - Hung Do will send his recommendations directly to the committee.
   - Regina will reach out to Bob V and see if he can get more communications out on the furniture testing.

6. New Business

1. Access Students and integrated testing. (SAC Representative)

2. Online Course Evaluations update (Thomas Chittenden)

The meeting adjourned at 9:59am. The next meeting of the ERTC will take place in 427a Waterman on April 11, 2017 from 8:30 am -10:00 am.