Ferris State University
FerrisConnect Advisory Board
December 12, 2012
FLITE 438

Minutes

Present: Jackie Hughes, Emily Mitchell, Amy Buse, Tara McCrackin, Mary Holmes, Scott Randle, Kim Carlton-Smith, John Urbanick, Greg Wellman, Randy Vance, Mike Ennis, John Schmidt, Mark Hutchinson, Sheila MacEachron

The meeting was called to order at 10:00 am by Jackie Hughes.

I. FAB Name Change
   A. Discussion regarding name change.
   B. Jackie distributed a handout with comments by committee members regarding name change.
   C. Four options were decided upon.
      1. IT-FAB (Instructional Technology – FerrisConnect Advisory Board).
      2. ITAB (Instructional Technology Advisory Board).
      3. LTAB (Learning Technologies Advisory Board).
   D. Voting results.
      1. IT-TAB, 0 votes.
      2. ITAB , 0 votes.
      3. LTAB, 13 votes.
      4. LT-FAB, 1 vote.
   E. New name of the board is LTAB.

II. Scope of Committee
    A. Discussed scope of the committee.
    B. Learning technologies implies that we add classroom technology. For example, Amy Buse is using technology in which she has no support.
    C. Committee needs to provide a faculty voice.
    D. Committee does make decisions that affect enterprise systems.
    E. Committee makes recommendations, but not necessarily stamps of approval.

III. Clicker Replacement Committee Update
    A. Jackie Hughes updated the committee in regards to clicker replacement.
    B. A committee has been formed.

IV. iTunesU
    A. John Urbanick added this issue to the agenda as a full disclosure item.
    B. Faculty are requesting a cloud product to hold media prior to January 14, 2013.
    C. This issue will be added to a future agenda.

V. FAB Website on Intranet
    A. Currently the FAB website is not accessible on intranet.
    B. Members have to be added to IPM to access.
    C. Other universities allow public access to their meeting agendas, minutes, etc.
    D. A vote was taken to allow public access to FAB documents.
       1. 13 in favor.
2. 1 abstaining.
E. Emily Mitchell stated that we have an archival system at FSU, FIR (Ferris Institutional Repository). Jackie Hughes will check to see if this can be used by the committee.

VI. Online Instruction
A. Kim Carlton-Smith informed the committee members that the Dean of the College of Arts and Sciences issued a verbal edict that tenure and tenure-track faculty are not allowed to teach online courses. An amendment was added last week that allows faculty to teach one online course with written justification.
B. There was extensive discussion regarding this issue.
2. Dean comes from Central Michigan University where tenured faculty perform research which is a priority. Adjunct perform online instruction.
3. Don Green is being asked to oversee this issue.
4. Protest letters are being written by some program faculty.
5. This may spill over to other colleges and programs.
6. FSU has spent much money in professional development for quality online instruction.
7. Need to maintain quality instruction within the online courses.
8. Workload issues. Tenured faculty get first choice currently for overload even if online.

VII. LMS System Moratorium
A. In future, should we have changes and a methodology for moratorium?
B. Jackie Hughes distributed a handout with feedback from committee members.
C. Discussion.
1. In hindsight, only one semester of hosted system and then try integration.
2. Moratorium only on big things.
3. Calendar currently exists for “no change” times such as first two weeks of semester, midterm and at end of the semester.
4. John Urbanick suggested that the committee help IT schedule and be a governor during change. “Too much” for everyone involved at the time of implementation.
5. Faculty need to know when changes will be implemented. Need expectations shaped. IT needs to say if it’s too much. For example, state “can only phase in 1 thing at this time”.
6. Jackie Hughes recommended establishing a procedure for change, etc. Groups give list of needs to IT. Electronic form?
7. Project planning discussed.
8. Let IT establish own moratorium and everyone respects this “shake down” period.
9. John Urbanick added that IT would like committee to prioritize what is needed. IT personnel do not feel qualified to do so if forms are used. They want to know what is needed and its importance.
10. Mary Holmes stated that IT can prioritize its own work schedule but would like the committee to prioritize requests. How many faculty are impacted? If faculty need five new things, where is prioritization coming from? Can committee do this? Does it need to come from “higher up” if monies, etc involved? For example, ePortfolio in Blackboard as well as do we have current systems that do things we do not even know about.
D. Based on the discussion, the committee will start a process for helping Mary Holmes with requests. A form system will be developed. The committee will then help Mary prioritize the requests.

E. Also, the committee needs to spread the word. If streamlined, we can learn what others are doing. Make strategies/tools available to more faculty members.

F. Amy Buse mentioned that faculty may not be aware of the process of informing Blackboard regarding issues. We do not want to immediately call or contact Blackboard. TAC should be contacted first. If the problem is large enough, contact Mary Holmes so she can let Blackboard know.

G. Recap
   1. Form and process will be developed.
   2. Will major implementations, FAB will back IT and help them stand firm by helping and assisting.
   3. Slow down and streamline; “haste makes waste”.

VIII. SP10
   A. SP10 is scheduled for December 19, 2012.
   B. Service packs follow the schedule of even number = new features and odd number = fixes/patches.
   C. Upgrades include enhanced statistic tracking on tests, calendar, and ability for students to sync with calendars such as gmail.

IX. VISTA
   A. Mary informed the committee that August 2012 the VISTA link will be gone and to remind faculty members within the colleges.

X. January Agenda Items
   A. Discussion regarding Respondus.
   B. Offsite issues.
   C. ePortfolios.
   D. SP 10.

Respectfully submitted,
Sheila MacEachron, MS,CNMT