Meeting Minutes

Learning Technologies Advisory Board meeting

February 6, 2013
9:00 – 10:00

Present: Jackie Hughes, Andrew Peterson, Mary Holmes, Steve Costello, Scott Randle, Joshua Pardon, Amy Buse, Brendan Fleishans, Nathan Wallace

9:00 FerrisConnect Update, Mary Holmes

As of February 6, 2014, there are several Blackboard Learn SP14 problems still pending. They include:

1. Assignments: Save as Draft
   a. When saving an assignment as a draft, it gives an error
   b. Instructors may need to clear attempt so the student can re-submit
   c. Students should save the material in Word and not use Save as Draft at this time

2. Assignments in a Learning Module
   a. When students access an assignment that has been placed in a Learning Module, they continuously get a grey box that comes up with a “Session Error” message and the student must click “OK” repeatedly before it goes away
   b. The work around is to pull the assignment out of the Learning Module. Folders could be used to chunk the course.

3. Tasks
   a. May get errors if the instructor does not put a due date on it.
   b. Requires a database fix to make the error go away.

4. Respondus Lockdown Browser
   a. Blackboard test will show only one of the test questions
   b. There is a fix and a work-around:
      i. The fix is to update the Respondus Lockdown Browser to version 1.0.5.20. This can be done on student’s personal computers, but we have not rolled out the upgrade to computer labs on campus yet.
      ii. If instructors are using the computer labs to administer a Lock Down Browser test, the instructor can change the test options to show test questions “one at a time.”

5. “What’s New Module” on the Home Dashboard
   a. Showing programming code in the “What’s New” module on the My Blackboard tab
   b. Seems to be Server Specific
6. Test Questions
   a. In a test, when editing questions, the instructor will see a progress bar and then it will give a Java errors,
   b. Seems to be Browser Specific
      i. Works in Firefox, but not in Chrome or IE

Many of these issues were not discovered when we tested Blackboard Learn SP 14 prior to doing the upgrade. Amy Buse suggested that maybe Ferris should have a faculty with a reduced workload to dedicate time to test the upgrade in development. Mary reminded people to go to Ferris.edu/FerrisConnect for a list of all known issues.

9:30 Instructional Technologies List Updates, Jackie Hughes

In the last LTAB meeting, attendees created a list of instructional technology software that is being used at Ferris and put this list into a spreadsheet. The purpose is to understand what learning technologies we are currently using and the purpose of the tool. This inventory is being developed in accordance with the 2013-2014 LTAB goals (see page 2).

Meeting attendees broke into groups to look at 8-9 software tools listed in the ‘Instructional Technologies at Ferris’ spreadsheet. Each group added information to the spreadsheet including:

- Purpose of the Tool
- Ferris Technology Standard?
- Department(s) Using the Tool
- System Requirements URL
- Accessibility Compliancy URL

Jackie compiled all this information into one spreadsheet and will schedule a meeting with people in IT to fill out the rest of the spreadsheet to answer the rest of the questions, including:

- Subscription Renewal Date
- Subscription Renews Every (How Many?) Years
- Department / Budget that Pays for the Tool
- Cost
- Usage Statistics (How many people use the tool)

Next meeting: On Tuesday, March 25, 2014. From 3:30 to 5:00PM, In the Learn Lab FLITE 405
**LTAB GOALS**

The goals for 2013-2014 are two-fold:

**Goal 1:** In order for the Learning Technologies Advisory Board to be effective in supporting the integration and use of current and emerging learning technologies, we must understand what learning technologies we currently use and its purpose. This year, LTAB will conduct an inventory of current technologies to document and identify:

1. The name and purpose for each tool.
2. Usage statistics and/or a list of users.
3. Annual costs for each tool.
4. Document when the subscriptions (if any) are up for renewal.
5. The department / budget that pays the costs.

**Goal 2:** In addition to documenting the learning technologies we have, we must also communicate the system requirements needed for learning technologies to work for all students and faculty, including those who use assistive technologies. This year, LTAB will:

1. List the system requirements for current learning technologies.
2. Document if each technology is deemed accessible by the vendor.
3. Work with the Technology Standards committee:
   a. To ensure this information is listed on the Ferris website.
   b. To ensure this information is communicated in various methods regularly.