Meeting Notes
30 November 2016 / 3:00 PM / Nursing 200

Attendees
Jason Huett, David Lloyd, Kathy Krall, Nakita Hogans, Janet Gubbins, Rod McRae, Charles Akin, Amanda Baptie, Bridgette Kosaria, Abdollah Khodkar, Beth Rene' Roepnack, Sheikh T. Drammeh, Sunil Hazari, Alexandria Davis, Keith Pacholl

Documents Distributed
Meeting minutes from 10/26/16 meeting
Agenda for this meeting

Minutes
Meeting called to order at 3:03 pm

Minutes from the October 30 meeting approved.

Feedback requested from advisory group on goals for UWG Online
SGA representatives shared that there were no current concerns. Discussed the possibility of online students joining SGA and what SGA could do to promote it. Discussion about OrgSync.

What do the departments have to say?
Hazari talked to the Business faculty, they are interested in a list of approved integrations. They are interested in integrations with Cengage (MindTap & Applia) and WileyPlus.

- Suggestion, send an email at the end of the semester reminding faculty they should contact us if they plan to use a publisher
  - Once the USG working group develops a plan UWG Online will share it with OAG so we can create a plan for our campus. The goal is to provide a unified process.
  - Gubbins – the working group met on Nov 29 and hope to have a plan in the Spring 2017
  - Huett discussed the differences between adoption of learning tools, their integration in the LMS, and figuring out how we will support them. We need to keep in mind the cost for students.
  - We can’t tell faculty they can’t adopt a piece, integration is where this group can come in and say yes or no, and then support becomes an issue especially since we don’t have access to the administrative aspect of the learning tool.
  - McRae asked if we can believe publishers that say their tools are FERPA safe. The consensus is no. However, part of the integration process is a vetting process that
we and the USG examine. In the meantime, Huett said to ask them to produce a contract with UWG or USG: if they don’t have it, you can assume they haven’t been vetted.

- When faculty talk with book representatives, they should contact UWG Online to find out if an integration is available.

How can we let faculty know about student concerns with textbooks?
These concerns aren’t limited to just the online courses
- Gubbins asked about working with the CTL and Cher
  - McRae: YES! It is a faculty development issue, the biggest concern is cost to student. We are trying to find solutions to reach out to faculty. We can definitely talk about this in New Faculty Orientation.
- Huett asked how do we include the bookstore into the conversation
  - Gubbins reported that we’ve met with them, they are willing to help out
- Hogans noted that we need to remind faculty of the processes and procedures that they already have. She thought we might include the departmental assistants!
- Drammeh can we share these concerns with upper leadership?
  - Huett – once this group has a list of recommendations, he will present to PAC
- Roepnack – would you be comfortable reaching out to your departmental assistant?
  - Kral – there is a mailing list for departmental assistants we can use (the one used to share information about the end-of-term evaluations)
    - Roepnack – if we set up the questions, we can send
- Drammeh – bookstore, some faculty try to bypass the bookstore, for instance an instructor may want to use only the Cengage link
  - Hazari – when I get emails from students about the book, I tell them to check the bookstore’s site. So that next semester they know where to access their information
  - Loiacono – bookstore still needs to know, this helps them keep accurate information on their website

What do we do about integrations?
In general, we will wait on the USG plan and then create a plan for UWG. What consideration do we want to take into account?
- Kral, based on the accessibility symposium, going forward vendors will need to produce a VPAT. This is no longer a “should we?” but is a “you will.”

Innovations vs Standardization
- Kral – we have used a tiered model for faculty. For instance, Collaborate – UWG Online provides all the support. Here’s the next thing, we’ll provide the best support, lowest level, you’ll have to go to the vendor
  - Hazari – do these conferencing systems include Google Hangouts?
- Kral: we support Google Hangouts, we never officially rolled out support of Skype, but we will support. Less in the academic environment, and more administrative.
- Can you come in to college meetings reminding us that these things exist!
  - Pare down and combine, not necessarily standardized. These discussions have started an IT Governance Process

**Action Items:**

1. Based on the textbook concerns expressed in the meeting, it will be helpful if UWG Online works beyond the development of OERs to lower textbook costs. To this end, we will take the following steps:
   - Gubbins will share bookstore notes with Roepnack and group.
   - UWG Online, CTL, and faculty representatives will talk with departmental assistants to find out the current process and concerns for ordering textbooks.
   - Based on a few conversations, we will create a survey that will be shared to the departmental assistant list by Kathy Kral.
   - CTL and UWGO will create a professional development workshops for departmental assistants based on what we learned.
   - CTL will share textbook information/best practices in New Faculty Orientation
2. To address the concerns about standardization vs innovation, Gubbins and Kral will compile a list of tools that are already available and describe the level of support for these tools
   - Make a Google sheet with the tools organized in categories of what they do. Each tool will have information about who supports it, and a list of considerations for its use.
3. Regarding integrations: we will wait for the results from the USG working group and then develop a UWG plan that will be shared at the next OAG meeting (date TBD).