**The IRM Academic Advisory Committee Meeting**

**19 January 2012**

**Building 22, Room 133**

**Minutes of the IRM Academic Advisory Committee**

**Members Present:**

Dr. Ray Amirault (College of Education)

Mr. Jason Ball (Information Resource Management)

Dr. Tamara Dinev (College of Business)

Dr. Eric Freedman (Dorothy F. Schmidt College of Arts and Letters)

Ms. Amy Kornblau (FAU Libraries)

Dr. Morton Levitt (Charles E. Schmidt College of Medicine)

Dr. Anne Vitale (Christine E. Lynn College of Nursing)

**Members Absent:**

Dr. Keith Jakee (Harriet L. Wilkes Honors College)

Dr. Hari Kalva (College of Engineering)

**Others Present:**

Ms. Christine Andreasen (Information Resource Management)

Mr. Mehran Basiratmand (Information Resource Management)

Mr. Jody Bagdonas (Information Resource Management)

Dr. Alberto Fernández (Information Resource Management)

Ms. Joanne Julia (Information Resource Management)

Ms. Catherine Sullivan (St. Pius X High School)

**Summary of Actions Taken at This Meeting:**

* Mr. Ball will email Committee members to determine a new monthly meeting time.
* Dr. Vitale will contact Dr. Golden re issues with E-College integration.
* Mr. Ball will check with Wendy Wong about institutional Apple mobile development.

**Detailed Minutes:**

1. **Call to Order and Welcome**

Mr. Ball called the meeting to order at 3:32 p.m. The members need to agree on a new meeting time because too many members cannot attend the third Thursday of the month at 3 p.m. due to schedule changes with the new term.

1. **Highlights of IRM Status Reports for December 2011–January 2012**

Mr. Ball summarized highlights of the IRM status reports from the time of the last Committee meeting in November to date [there was no December 2011 meeting].

* **Degree Audit (DARS) —**Interactive DARS was launched today for four Colleges. Nursing was not included. By summer it will be available for all Colleges.
* **User Accounts—**User names have been expanded to up to 16 characters.
* **Password Security —**Auditors have criticized thesecurity risk of FAU password length; passwords are now seven not eight characters.
* **Google Apps** —A total of 78,414 accounts were converted in a 48-hour period. Approximately 2,000 accounts required manual intervention. Alerts are much quicker with Google. Mr. Ball commented that the increase in SPAM is difficult to fight because of the public record issue and telemarketing.
* **Echo 360 Lecture Capture Upgrade—**Mr. Jody Bagdonas will present an Echo upgrade demonstration as part of today’s meeting.
* **Classroom Improvements—**Upgrades and improvements have been made but there have been many delays because vendors missed deadlines.
* **Banner Hardware Upgrade —**The Banner hardware upgrade is targeted for the second week in March. The goal is a smoother registration process. The proposal is to open up registration to smaller groups. A queuing system has not been implemented. Waiting List has been implemented experimentally and will be expanded this time. Approximately 1400 students rolled off the Wait List.

1. **Degree Audit (DARS) Demonstration**

Mr. Ball explained the improved interactive DARS interface. Undergraduates or those with an advisor role can submit new audits or view existing ones. “What if” analyses can be performed to determine the impact of various actions on graduation outcome. The improved interface includes a pie chart showing completed and unfulfilled requirements and a bar chart showing categories. Mr. Ball finds clumsy the Course Cart feature that can be used to add courses needed to complete or change the degree. The College of Medicine and Graduate College are not included. The Graduate School has an equivalent tool.

1. **E-College Integration Issues**

Mr. Ball cannot explain why student names and user names were not matched up when E-College was integrated into Google Apps. The problem was with E-College. Mr. Ball suggested Dr. Vitale email and work with Dr. Peggy Golden and E-College after the term settles down.

1. **Echo 360 Presentation**

Mr. Bagdonas described the new version of the Echo 360 class recording and video publishing system. The new version allows students to view the recordings on their mobile devices. All content has been pushed to Blackboard and uses Bb login systems. Video Player allows you to bookmark and take notes. External video can be uploaded. Class recording can be edited and republished as new recordings.

One significant change is that the Echo Enter link launches course video content. Videos load much more quickly and the time to publish is greatly reduced. Access through Bb is much easier. External media ingestion can produce the same quality output. Large files may take a longer time because they are put in a more digestible format. Audio/video podcast option is available. E-College has a different interface.

Mr. Fowlkes commented that instructor-input metadata can be searched if you are logged into Bb.

Mr. Bagdonas sees no reason to restrict the system to distance learning. Dr. Munro said quality is higher than with Illuminate. FAU has only five licenses for Impatica, which can play the lectures but not replay them.

Echo 360 offers the ability to go through scenes. Power Points are listed out. Bookmarking is for the instructor only.

Dr. Freedman asked about copyright issues. Mr. Ball said his understanding of the law is that the University must obtain permission statements from each student in the class or the video capture cannot be reused. Dr. Munro commented that a classroom is not a public event and she recommended that faculty include a statement at the start of the video. Mr. Ball said training tutorials were needed. Mr. Fowlkes stated that a formal policy is needed. Mr. Basiratmand commented Jack Luden handles intellectual property and technology transfer.

Echo Center training is not offered by the Center for eLearning yet. Dr. Munro said there is a limited number of rooms with lecture capture equipment but anyone can make and put up video. Matt Hagood is handling consultation with faculty. Mr. Bogdanas said the process can be done over the phone. Requests for lecture capture should be directed to the Registrar, who will schedule them. There are four classrooms in Fleming, three in CM22, and four in Davie (three in LA and one in Davie West).

Engineering faculty are the primary users of Echo. Matt Hagood is the contact. More Echo-only and fewer VC facilities are anticipated for the future. Live streaming will be available in the next version. There are application possibilities outside courses. Video will be made more publicly acceptable.

1. **Follow-Up on Online Parking Decals**

Mr. Basiratmand confirmed that prototype “pay online and download” guest parking decals will be in testing on January 22.

1. **IRM Name Change**

Information Resource Management (IRM) will change its name to the Office of Information Technology (OIT) when its new Web site is completed. The new Web site is more service oriented and status updates will be clearer.

1. **New Business/Other Item**s

Mr. Ball summarized items submitted via email.

* **E-Learning Training—**E-Learning training feedback has been extremely positive. Training for administrators and facilitators is planned. Mr. Fowlkes asked that specific needs be called out.
* **Turnitin—**The Tech Fee Committee meets sometime after February 10. It takes 30 days for a decision to be funded. IRM will have a relevant quote. Turnitin could replace SafeAssign before summer.
* **Blackboard Issues—**There have been no issues with Bb. IRM reestablished a relationship with Bb executives and there is now a regular telephone review of activity with executives.
* **VPN** **Connectivity—**This issue was dropped because of other priorities including firewall implementation and emergency cutovers to keep the network running. VPN option is available for Mac and mobile devices.
* **SharePoint—**There are not many SharePoint support requests. IRM offers training. A major criticism is the slowness of the system. The Administration uses SharePoint and the Library is testing it.
* **Institutional Apple Mobile Developmen**t—Dr. Freedman asked if FAU has Apple mobile development. Mr. Ball will follow up with Wendy Wong about this.

1. **Meeting Adjournment**

Mr. Ball invited members to attend Elise Angiolillo’s retirement party on January 30 from 3 to 5 p.m. in Live Oak.

There being no other business to bring before the Committee, the meeting adjourned at 5:01 p.m.

Respectfully submitted,

Christine Andreasen

Recording Secretary