

Technology and Instructional Services Committee 2022 – 2023 Annual Report

Committee Members in the 2022-2023 Academic Year:

- Ivan Lima, Committee Chair (Engineering)
- Melissa Vosen Callens (Arts, Humanities and Social Sciences)
- Supavich (Fone) Pengnate (Business)
- Carrie Johnson (Human Sciences and Education)
- Stefanie Meyer (Health Professions)
- Anupa Sharma (Agriculture, Food Systems and Natural Resources)
- Avery Jorgensen (Student Government)
- Marc Wallman, Ex-officio (Vice President for Information Technology)

The committee held a meeting on April 17, 2023. The meeting minutes are posted on the Blackboard page of the Technology and Instructional Services Committee. A summary of that meeting follows.

Classroom de-instrumentation: Due to the limited availability of resources, the ITS cannot maintain all the instrumented classrooms on campus. A provisional list of classrooms with limited use was prepared for potential de-instrumentation. That list includes the following classrooms: BARRY 20, BB FLDHSE 29, DOLVE HALL 10, E M LEBDFF 326, ENGR 102, MORRILL 111, and MORRILL 101. The ITS is requesting input from the NDSU community for the final decision on the classrooms that will be de-instrumented, unless additional resources are provided.

Data storage space: The Google Drive available to the members of the NDSU community is currently limited to 100 GB per user. This limited storage capacity is an issue for the faculty members that are developing online courses, since raw video files usually occupy a large amount of storage space. One alternative is the use of One Drive, which currently makes available more than 5 TB of data per user at NDSU.

Space for final examinations: Finding spaces for MS and Ph.D. final examinations is another issue, since those events usually require at least 2 hours. Conference rooms with up to 15 seats can be used in those events, including the conference room in the Office of VP for ITS.

Personal identifiable information in NDSU emails: Personal identifiable information should not be sent to NDSU email accounts. That include birthday and SSN. That requires additional workload from the ITS personnel to identify and notify the users for the removal of that information. Moreover, that information could be used by unauthorized parties to cause harm to the NDSU users. Since NDSU has a policy that NDSU resources, including email resources, should not be used for personal activities, a clarification about that issue could be included in the current annual training on the misuse of NDSU resources.

Resources for online instruction: No new resources have been acquired by NDSU for online instruction. NDSU faculty has available several software applications for the recording of classes: Zoom (students cannot be present), Yuja, Camtasia, Blackboard collaborate, and Teams.

The Department of Electrical and Computer Engineering has been using the commercial software Screencast-O-Matic for the recording of online courses that will be used in the Electrical Engineering, the

Computer Engineering, and the Software Engineering BS programs that will be offered starting in Fall 2023. Screencast-O-Matic has excellent recording and editing resources and it has a fairly low cost for the annual license. The Department of Electrical and Computer Engineering will be using McGraw-Hill Connect bundled with Proctorio Plus for the assessment of the students in the online asynchronous courses that will be offered starting in Fall 2023.

There is a recording booth with excellent acoustics at Quentin Burdick for the recording of courses.

The Learning and Applied Innovation Center (LAIC) can help faculty to make use of the resources available for online instruction at NDSU.

Annual review of ITS support services: The members of the T&IS Committee do not express any concern from their respective colleges related to the technology services provided by the ITS. The ITS has been proactive in addressing the challenges due to the limited availability of resources and has been collaborating with the T&IS Committee, the NDSU Administration, and the academic departments to address the instructional technology needs of the NDSU community.

T&IS chair for the 2023-2024 academic year: Since the chair position of the T&IS Committee will be vacant in the next academic year, an interim chair is recommended to be appointed by the Faculty Senate among the members of the T&IS Committee who will be representing their respective colleges in the 2023-2024 academic year. If it is not possible to appoint an interim chair for the T&IS committee, a Faculty Senate representative needs to call for the first meeting of the T&IS Committee in the next academic year with the goal of the election of the new committee chair.