

CCB - Technology & Innovation Committee (T&IC)

DRAFT MINUTES

November 10, 2020, 3pm via Zoom

Present [X]:	ACG	Dave Bryan	[X]
	ECO/GEO	Nilufer Ozdemir	[] and Coggin DLC rep
	FIN	Sean Davis	[X] and CHAIR
	MAN	Brian Flynn	[]
	MAN	Justin Chang	[X]
	M&L	David Swanson	[X]
Non-voting:	Dean's office	Chris Johnson	[X]
	CCB CTC rep	Cheryl Van Deusen	[X]

Agenda

Minutes approved from 10/7/2020

Items from the DLC – Nilufer –

- The committee met on the 27th of October, and the next meeting is scheduled for the 24th of November.
- Discussion on Academic Coaching: This is a topic that the committee will be working on in the future. There was a discussion on how to allocate resources. The committee chair confirmed that the department chairs would be deciding which course is appropriate for coaching.
- The committee is discussing how we can use Canvas tools efficiently.
- The student representative shared some feedback from students. She reported that students are tired of Zoom. She also said that students feel like teachers are giving more work.
- The committee is also planning on putting together a panel to discuss the best practices of online/remote teaching.

Dean's office –

Chris J. Suggests a review of this committees' by-laws, purpose, and role in Coggin. Requesting we review this prior to Oct 20 By-Laws Committee meeting. Suggest this includes "research" in the purpose.

Additional items

(many) Discussed minor challenges and workarounds using Honorlock.

Nilufer Suggested the T&IC share best practices using online teaching technologies

Action item(s)

Review the 2018 proposed purpose of the T&I Committee and make the by-laws more focused. Committee will review and refine via email.

David S. Proposing: "To evaluate and promote technology-enhanced learning/research technologies and processes to optimize the learning experience for Coggin students."

From Sean: Additional suggestion – Formalize that the CCB Distance Learning and Campus Technology representatives be on the T&I Committee as non-voting members if they are not already representing their respective CCB departments. This has been standard practice but was not put in previous by-laws.

2018 By-laws for this committee:

The purpose of the CCB Technology and Innovation Committee is:

1. To promote technology enhanced learning activities that optimize the learning experience for student participants;
2. To suggest quality improvement measures for adoption by the Coggin College;
3. To review and recommend to the Faculty policies regarding equipment and systems acquisition and utilization, priorities for major equipment and system acquisitions, laboratory operations and maintenance, and instruction and research equipment upgrade and maintenance, and,
4. To recommend additional innovative learning activities to increase the robustness and desirability of UNF Coggin College Business degrees.

Membership of this committee would have a representative from each Department other than Management which would have two representatives (due to size).

By-laws from the DLC, CTC, and the CCEC's Technical Support Services Committee for reference.

<https://www.unf.edu/committee/distance-learning/>

Distance Learning Committee

The primary aim of the Distance Learning Committee (DLC) of the University of North Florida is to support the development of distance learning that meets the needs of our students in a manner that is consistent with the University's mission. In so doing, distance learning at UNF will employ the best pedagogical practices based on the existing research literature.

To accomplish its primary aim, the DLC performs the following functions:

- Develop policies, procedures, staffing, and infrastructure recommendations that are consistent with, and that will advance the purpose stated above.
- Facilitate, promote, and advocate for high quality distance learning (DL) at the University.
- Identify and recommend best pedagogical distance learning practices.
- Review and coordinate all information technology requirements and related services in support of distance learning at the University.
- Assess all current and proposed course management systems employed to support and enhance instructional efforts.
- Provide advisory support to all University DL initiatives.
- Exercise liaison with the University Technology Committee (UTC) through membership of DLC chair on the UTC.
- Provide oral and written assessments and recommendations to the Office of Academic Affairs via the Senior Director of CIRT.

Meeting dates, agendas and minutes are available by clicking on the academic year in the right side menu. For questions about the committee meetings, please contact [Tina Stanton](#), (904) 620-5174.

https://www.unf.edu/unffa/Bylaws_new.aspx

Campus Technology Committee

Section 4. E.

The Campus Technology Committee (CTC) shall review and recommend policies, regulations, and practices concerning: technology support; classroom, library, and computer lab technology; learning and research technologies; academic and career advisement technology; instructional media, telephony, and communication services; and any other academic technology services. It

shall provide advice and recommendations to the University's administration and to Information Technology Services (ITS) concerning IT strategic directions, operating policies, and faculty IT needs. It shall liaison with the University community to provide a forum for the expression of views and ideas concerning IT services, facilities, and needs. It shall be advisory to ITS, the Distance Learning Committee, and the Center for Instruction and Research Technology (CIRT). The chairperson of this committee shall serve as one of the faculty representatives on the Faculty Association Executive Committee. Additionally, the chair or a designee shall serve on the University's Distance Learning Committee.

CCEC by-laws

<https://www.unf.edu/uploadedFiles/aa/ccec/dean/CCEC%20Bylaws%202020-Final.pdf>

Section 4.2.

The Technical Support Services Committee shall review and recommend to the College faculty policies regarding equipment and systems acquisition and utilization, priorities for major equipment and system acquisitions, laboratory operations and maintenance, and instruction and research equipment upgrade and maintenance.