

## The Information Technology & Library Subcommittee

### MINUTES for September 24, 2021 Meeting

(These minutes were approved at Oct 22, 2021, meeting & emailed to [umdgov@d.umn.edu](mailto:umdgov@d.umn.edu) by committee chair Jolene Hyppa Martin)

**Attendees:** Matthew Rosendahl, Aaron Boyson, Brennan Atchison, Carmen Latterell, Christopher McIntosh, Ian Moore, Jason Davis, Jolene Hyppa Martin, Kara Hanson, [Nichole Chisholm](#)

**Notetaker:** Christopher McIntosh

#### 1. Frequency of meetings

- Decided to continue with monthly meetings (excluding breaks and end of academic year: October, November, February, March, April).

#### 2. Elections to Chair, Notetaker, T&L representatives

- Jolene Hyppa Martin will serve as Chair.
- Aaron Boyson will serve as T&L representative.
- Chris McIntosh will serve as Notetaker.

#### 3. Agenda items to do in future meetings

- Usage data for electronic resources.
- Captioning and captioning pledge.
- Transition to Remark Test Grading Cloud.
- Large classroom IT resources.
- Essential functions documents - assistive technologies.
- Best preparing students for systematic reviews and issues with download limits.
- Teaching Evaluations - response rate issues, etc.
- ITSS Annual Report - later in fall semester or early spring.
- Library Annual Report - later in fall semester or early spring.

#### 4. Educational Technology Updates (from Kara)

- ITSS will only be supporting electronic course evaluations.
  - No paper versions.
  - Will be able to use face-to-face question set, with electronic submission, for that modality. More to come.
  - Response rate problem?
    - Kara's advice is to treat it like paper.
      - If face-to-face, schedule in-class time and do it during that time (have students bring device).
        - Do instructors still leave room?
      - Could do in-class during synchronous online class as well.
- Classroom AV. Held training workshops for faculty. Piloting 10 classrooms with an interactive whiteboard monitor. Working to install Airtame - wireless presentation capability for connecting to monitors.
- Academic tech. Collaborated with U of MN system for additional faculty online training. Could earn a stipend. Some love/hate stipends; nice to earn money but unfortunate that need that incentive.
- Kaltura adding video quiz capability.
- Computer labs have been updated across campus.
  - .Access fee changed this summer. More to come.
- Media Hub - moved downstairs in library. Rental desk is at library circulation desk. Have dedicated classroom space (Mac lab).
- Exam scoring. Using Remark Test Grading Cloud... more info here: <https://itss.d.umn.edu/services/test-scoring-evaluations/exam-scoring>. As an alternative, ITSS is willing to help convert paper exams into Canvas.

#### 5. Library Update (from Matt)

- Matt gave a library update, see presentation: [Library Update - Google Slides](#)