Committee Details
Date: August 31, 2015
Committee Name: Technology Enhanced Education and Testing Center (Committee 17)
Committee Co-Chairs: Margaret Ehrlich (GPC); Phil Ventimiglia (GSU)
Functional Area: Academic Degrees and Programs
Functional Area Coordinator: Risa Palm, Provost Georgia State University

List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

Major Tasks for Committee Tracker from Final Planning Document and Recommendations

<table>
<thead>
<tr>
<th>Task: Combine online course technologies and solutions</th>
<th>Recommendation and/or Action Taken:</th>
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<tr>
<td>1. <strong>Recommends that early Access to online courses must include a message announcing the No-Show Quiz that will occur during the No-Show Attendance reporting period established by the University:</strong></td>
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<td>Participation in online courses must coincide with the No-Show Attendance windows so that students in online and face-to-face courses are held to the same attendance standards. Completion of a quiz provides motivation and an assurance of compliance needed for our recording purposes.</td>
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<td>2. <strong>Recommends that syllabi be available online to students outside of Brightspace by D2L:</strong></td>
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<td>Access to syllabi within Brightspace by D2L will be denied until the first day of a semester or term. Faculty will be responsible for providing a syllabus in an alternative centralized online location.</td>
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<td><strong>Withdrawn by committee.</strong></td>
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<td>3. <strong>Recommends Banner real-time or near real-time integration with Brightspace by D2L:</strong></td>
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<td>Students in online courses require access to their courses as soon as a semester or term begins. Students registering during the drop/add period may currently have to wait as long as 2 business days to gain access to Brightspace by D2L and their courses using standard Banner/D2L integration. This delay can cause students to miss deadlines and valuable class time. Moving to supported methods of real-time or near real-time Banner/D2L integration will reduce the delay between registration and course access.</td>
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<td>4. <strong>Recommends that Georgia State University and Georgia Perimeter College review their existing technology service catalog and combine licenses and services:</strong></td>
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There are many services and licenses that are in use at both institutions. Creating a catalog of available tools and services will help to identify and reduce redundancies. In some cases, combining licenses as early as July 1, 2015 will allow for savings on renewals.

5. **Recommends an initial blended branding approach for the learning management system using both Brightspace by D2L and iCollege:**

   In recent years both institutions have invested time and money into branding the learning management system, Brightspace by D2L. Georgia Perimeter College has branded the LMS as iCollege for over 8 years. The iCollege name is embedded in thousands of online courses and materials. A similar story can be told for Georgia State University and the use of Brightspace by D2L as the name of the LMS. The Center for Instructional Innovation will create a blended identity to assure that users within the combined institution feel at home within the integrated environment. Initially, references within the LMS will refer to both names: Brightspace and iCollege.

6. **Recommends the immediate review of multimedia hosting solutions and selection of a new service:**

   Both institutions use a variety of multimedia hosting solutions including Windows Media, ShareStream and the USG Podcast Server. Windows Media at both institutions resides on servers running Windows 2003 which will no longer be supported by Microsoft as of July 14, 2015. The USG Podcast Server will be decommissioned as of June 30, 2015 per the University System. The ShareStream service does not receive positive reviews from faculty users. The consensus from the academic technology teams from both institutions is that ShareStream is difficult to use and administer. The academic technology teams have reviewed multiple services together and are now moving forward with a joint deployment of Kaltura. **REASON FOR RETURN:** Work was ongoing by technology teams and did not require CIC approval.

7. **Recommends that professional development offerings that combine technology-enhanced pedagogies and technology skills be made available to faculty in online formats and face-to-face across multiple locations:**

   Faculty at all locations will need access to professional development in many formats (instructor-led online and face-to-face as well as just-in-time/on demand options).

8. **Recommends that that students be provided with online technology training on the course delivery platform and on commonly used technologies:**
Students taking both online and face-to-face classes need access to convenient technology training and just-in-time resources such as handouts and videos.

9. **Recommends that all faculty and students should continue to have access to online training provided by an appropriate vendor to enhance their teaching and learning skills:**

Students and faculty need to continue to access convenient just-in-time resources that focus not just on technology skills but also on presentation, resume writing, and leadership skills.

10. **Recommends that the continued availability of Respondus LockDown Browser and Monitor:**

The integrity of testing is a high priority for OWG 9. Therefore, it is important that both institutions continue to make software and services for test integrity available to faculty and students. The Respondus product line has been in use at both institutions for several years and provides low cost solutions for testing that is integrated with the learning management system. Pilots of online proctoring solutions other than the Respondus product line are taking place at both institutions. Until those pilots are completed and are assessed, faculty and students should continue to have access to the Respondus products.

**REASON FOR RETURN:** Work on this is ongoing by technology teams so recommendation withdrawn.

11. **Recommends that the combined institution continue with pilots of Proctor U, Examity, and other vendors leading to a selection of a preferred online proctoring vendor:**

Both institutions currently have an online proctoring vendor that records testing sessions for instructor review. Faculty at both institutions prefer an online proctoring solution that uses live proctors during online testing sessions.

12. **Recommends that instructional design and production services be centrally provided from the Center for Instructional Innovation:**

The Center for Instructional Innovation (CII) employs professional instructional designers and media developers skilled in the areas of course design, quality review, content production, and pedagogically-focused uses of technology. CII services are available to all faculty of the combined institution allowing for efficient use of human and technical resources.
13. Recommends that all faculty, staff, and students have access to productivity and collaboration tools, home use licenses for course specific software when available and appropriate, and virtual labs where appropriate:

   Software and other technology tools should be made available outside of the physical campuses to allow all faculty, staff, and students access that is convenient and appropriate for the courses and work they are involved with.

Withdrawn: not a decision that needed to be made for Consolidation.

14. Recommends that all full-time, tenure track faculty engaging in the online campus will have appropriate technology available to them i.e. Windows or Mac laptop and necessary peripherals:

   Georgia Perimeter College currently provides laptops and limited peripherals such as printers to full-time, tenure track faculty that are assigned to GPC Online. These laptops are on a refresh cycle that occurs more frequently than for laptops assigned to faculty on other campuses due to high utilization, changing technology needs, and wear and tear. Faculty assigned to the online campus will need to have access to up-to-date, appropriate technology allowing them to explore new technology-enhanced pedagogies, install and use new technology tools in order to push the envelope of teaching and learning.

Withdrawn: had to do with personnel-outside committee’s purview.

15. Recommends that the combined institution continue its work with captioning and select a vendor to provide captioning of media delivered in online courses:

   Media in online courses must have captions/transcripts available to meet the needs of students identified by the Disability Services Office as needing this type of accommodation. Furthermore, Universal Design for Learning principles encourages the availability of captions/transcripts as a best practice for all students.

16. Recommends that all undergraduate online course and program development projects route through the CII for design consulting and certification services. Graduate, certificate, and professional program engagement with the CII should remain voluntary:

   The CII is in a position to provide instructional design and media development resources to enhance the course design of undergraduate online courses, manage the quality review process, and provide consultations on technology-enhanced pedagogies. Using the CII as a service provider will allow for the deployment of online courses that
meet course design and quality standards while freeing faculty to explore online teaching methods and practices.

Withdrawn: Similar to a recommendation from Committee 9, which had already been approved.

17. Recommends that all faculty have local campus access to resources for course design, instructional design, technology support, and media production. A sufficient number of instructional designers should be available to support faculty developers through one-on-one consultation, media production services, and training/workshops:

The CII must maintain a presence at multiple campuses in order to provide faculty with convenient access to resources and assistance. Faculty must be able to connect with resources in a timely manner without the need to go to a different campus. Georgia Perimeter College faculty currently have access to Instructional Technologists as well as Technology Support Technicians at each campus. The Instructional Technologists, as part of the CII, should remain available to faculty at each campus.

18. OWG 17 recommends that Perimeter’s open access computer labs, open access multimedia labs, and online learning testing facilities be managed by the Center for Instructional Innovation.

Georgia Perimeter College’s open access media labs, mediaSPOTs, and open access computer labs, jagSPOTs, are managed by the GPC Office of Information Technology. These labs should move under the management of the CII as they centrally manage several computer labs, a media lab, and online learning testing facility.

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19. The combined institution will develop a comprehensive plan to address online, hybrid and placement testing.

The Center for Instructional Innovation, the Office of Institutional Effectiveness and the Office of Enrollment Management and Student Success will coordinate to devise a comprehensive plan to address centralized testing needs for online, hybrid and placement testing environments.

20. Recommends that the dedicated center for online testing at the downtown campus continue to operate until such time that a new comprehensive plan for testing has been established.
Several courses of study currently rely on the testing lab to conduct proctored testing for their students. This lab will continue to run until such time that a new comprehensive plan for testing has been produced and implemented.

Other/Final Comments (if any):


