

Georgia Perimeter College, Georgia State University

Consolidation Implementation Committee

Meeting to be held June 4, 2015

Centennial Hall, Georgia State University

6-4-15 DISCUSSION AGENDA RECOMMENDATIONS

RECOMMENDATIONS PRESENTED AT 5/14 CIC MEETING NEEDING FURTHER DISCUSSION

[Committee 17: Technology Enhanced Education and Testing Center: \(reviewed & supported by Risa Palm\):](#)

- 1. Recommends that Brightspace by D2L course start and end dates be set by default so that no early access is permitted allowing No-Show reporting to be strictly enforced:**

Allowing students early access to online courses interferes with established No-Show Attendance windows. Access to 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.

- 2. Recommends that syllabi be available online to students outside of Brightspace by D2L:**

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.

- 3. Recommends Banner real-time or near real-time integration with Brightspace by D2L:**

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.

4. Recommends that Georgia State University and Georgia Perimeter College review their existing technology service catalog and combine licenses and services:

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.

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 be able to access online vendor training from Lynda.com:

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 as offered by Lynda.com.

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.

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.

14. Withdrawn: had to do with personnell-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.

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. 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.

NOTE: Recommendations 19 and 20 were not presented/discussed at the May 14 CIC meeting however wanted to keep all the committee's recommendations together.

19. Recommends that the combined institution 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.

[Committee 21-2: Advancement Services, including Donor Relations:](#)

[Co-chairs: Christina Million, Jeff Tarnowski:](#)

3. Recommends retaining Georgia Perimeter College Retiree Association and add a Georgia State retiree association:

Currently GPC has a retiree association, and Georgia State does not. Georgia State only has an Emeriti Association, so the recommendation would be to add a retiree association for Georgia State.

REASON FOR RETURN: As all will eventually be GSU employees/retirees do there really need to be two associations?

[Committee 22: Sports, Scheduling and Scholarships:](#)

[Co-chairs: Charlie Cobb, Alfred Barney](#)

ORIGINAL RECOMMENDATION:

Recommends that the GPC Athletic Program be assumed by the GSU Intercollegiate Athletic Department:

The future state of the GPC Athletic Program has been determined and will be assumed by the GSU Intercollegiate Athletic Department. The GPC Athletic Program will conclude at the end of the spring 2015 semester, with a hard date being set for June 1st, 2015.

REASON FOR RETURN: Concern about use (or loss of use) of facilities at GPC campuses.

NEW RECOMMENDATIONS:

1. Recommends that upon expiration of Georgia Perimeter College's Department of Athletic activities (est. June 2015), any and all existing Student-Athlete matters (including, but not limited to, scholarships, transfers, compliance, etc.) be finalized by Georgia Perimeter College prior to consolidation, with reasonable consultation of the current Georgia State University's Director of Athletics, or his designee, as needed:

It is anticipated that Georgia Perimeter College's athletic program will cease in June 2015. However, there may be activities related to Student-Athletes that have not been finalized as of such time, including those issues pertaining to scholarships, transfers, compliance, etc. Georgia Perimeter College shall finalize those items prior to consolidation; however, as necessary, the current Georgia State University's Director of Athletics, and his leadership team, is available for consultation.

2. Recommends that upon expiration of Georgia Perimeter College's Department of Athletic activities (est. June 2015), all uniforms, equipment, scoreboards, fixtures, and similar operational items be stored and maintained until the consolidation is approved. Following consolidation, all rights, access, and usage to such uniforms, equipment, scoreboards, fixtures, and similar items shall be transferred to the Department of Athletics at Georgia State University:

Georgia Perimeter College possesses numerous uniforms, equipment, scoreboards, fixtures (in facilities and fields), and similar operational items that have a useful life. For operational and budgetary purposes, it makes sense for the new institution to utilize as many of the items as possible. Accordingly, all such items shall be stored and maintained until the consolidation is approved, at which time, the new Georgia State University's Department of Athletics will take possession and be able to utilize such items as necessary.

3. Recommends that as of the consolidation, all rights, access, and usage to Georgia Perimeter College athletic facilities and fields shall be transferred to the Department of Athletics at Georgia State University. Following consolidation, the new Georgia State University shall conduct a facility master plan and/or usage study to determine the best utilization of such Georgia Perimeter College athletic facilities and fields, whether for NCAA Division I use, general University use, and/or use by club and intramural sports, recreation services, or general faculty, staff, and student use:

The new Georgia State University will assume many new facilities and fields previously utilized by Georgia Perimeter College's Department of Athletics. Following consolidation, it will be best for all relevant parties to assess the needs of faculty, staff, and students relating to these facilities and fields, balanced by the needs of the new institution's NCAA Division I athletic requirements.