University of Miami
Academic Computing Advisory Committee Meeting Minutes
Richter Library – 3rd Floor Conference Room
Monday, October 26, 2015
4:00-5:00 p.m.

Attendees: *Shihab Asfour, Steve Cawley, Charles Eckman, Serona Elton, Cheryl Gowing, Allan Gyorke, Marilyn Neff, Mitsu Ogihara, Tamay Ozgokmen, Andres Sawicki, Mei-Ling Shyu, Sigman Splichal, Sally Wise, and Tallys Yunes.*

Guests: *Scott Ingold, Associate Vice President and Registrar;* and *Warren Whisenant, Professor, Sport Administration and Associate Department Chair, Kinesiology & Sport Sciences.*

AGENDA
Welcome:
Dean Eckman welcomed new ACAC member appointed by the Faculty Senate, Professor Mei-Ling Shyu, electrical and computer engineering. Self-introductions followed.

Approval of September Minutes:
Minutes from the meeting held on September 28, were approved without modifications.

CaneLink and Student Access to Grades: *Professor Warren Whisenant*
Professor Whisenant stated that faculty and course evaluations have dropped from 80% to 60% within the past two years. It is speculated that the decline is associated with CaneLink, because as an incentive students that completed evaluations were able to access their grades early, before the University posts final grades in CaneLink. That benefit is no longer given to students.

Scott Ingold noted that with Canelink approximately 75% of faculty did not submit grades until the final deadline, which may also contribute to the decline in evaluations. He noted that in his classes a higher percentage of students participated in evaluations prior to Canelink. He stated that the first step, before modifying the system, is communicating to both students and faculty the importance of completing evaluations.

It was also noted that giving student's ample time to complete evaluations, and having faculty members remind them early enough of its importance, may help increase participation. In an effort to rise student responses back up to 80% the following actions were proposed:
- Send email messages to students in red reminding them to complete course/faculty evaluations
- Post on Blackboard a "banner" message along with a link directing them to CaneLink

The proposed actions were passed and approved. Information Technology (IT) will measure the results and share their findings to the Committee during the upcoming spring semester.

Create an Ongoing Listserv of Current Student Emails: *Steve Cawley*
It is possible to customize email lists for graduate/undergraduate students based on majors. However, there is a concern about saturating students with emails. Student Affairs has asked IT to place restrictions on the content and volume of emails to students. It was noted that filtering emails by majors and providing

guidelines will actually reduce the clutter of emails without having to enforce policies or create new ones. It was noted that CaneLink and Blackboard do not have listserv capability, however, faculty can use the systems to email the entire class roster, groups of students or individuals. However, Blackboard can create an "organization" query that can run weekly, and add students identified with that organization code. Unfortunately, Blackboard cannot remove emails, which limits the query's accuracy.

The Committee agreed to invite Bill Vilberg, assistant director, IT Learning Platforms, to attend the next ACAC meeting to discuss the complexities of Blackboard / CaneLink and to clarify purchasing software issues.

The group discussed the University's licensed-software. It was noted that University approved software still carry vary legal implications that hinder its use; among other discrepancies. Thus, the Committee decided to invite Mr. Philip Profeta, associate vice president, chief supply chain officer, and manager of all procurement functions at UM, to a future ACAC meeting.

For a list of the University's licensed-software, see: http://miami.edu/software.

Announcements:
This spring, Dr. William Green, Senior Vice Provost and Dean of Undergraduate Education, will present the status of the task force recommendations for online education to the Committee.

Google Box is replacing the central server, medical school, and Cloud shared customers due to its unlimited storage capacity. All Microsoft files on the exchange server are backed up, however, it was noted that researchers who have configured their computers with complicated programs are at risk of losing data, thus IT is working on a solution to fix the problem. It was suggested that a message should be sent to all faculty letting them know what file sharing and storage solutions are accessible to them.

Meeting Adjournment:
With no further discussions or questions, the meeting adjourned at 5:07p.m.

Action items for discussion at the next meeting:
- Listserv of current student emails
- Blackboard's capabilities
- Licensing research software
- Google Box

Upcoming/Continuing Topics:
- Data curation
- Classroom of the future
- Online education initiatives
- Streaming for the University
- Website for the University
- Security
- Privacy
- Licensing of research software
- Status of the task force recommendations for online education
- Ongoing listserv of current student emails
- Status of task force recommendations for online education

Minutes submitted by Elizabeth del Campo.