

Learning Technologies Advisory Committee | Meeting Summary September 19, 2018

Approved 10/17/18

Attendees: Matthew Blankley, Robert Cole, Kyle Collins, Jason Fritts, Matt Grawitch, Stacey Harrington, Tim Howell, Lisieux Huelman, Mikael Kriz, Debie Lohe, Terri Rebman, Steve Rogers, Mary Roman, Cindy Rubbelke; Andy Rikand (ITS) will sit in on meetings this fall.

Meeting Summary:

- Introductions
 - Andy Rikand- Application Services Sr. Director- role is responsible for all non-clinical applications, core applications, and academic enterprise in research. Joining LTAC meetings this fall to learn more about faculty/student needs for academic technologies.
- Informational Updates:
 - Panopto Pilot: 5 more individuals (4 faculty) have joined the pilot; Tim Howell offered his perspective: Quality of output is good, relatively easy to use, works on Mac, easily editable. Other faculty member said that captioning imported videos was difficult, but videos themselves are clearer than Tegrity. Panopto has upgraded our membership through the pilot to get access to additional training; Kyle and Debie will check in with Angela as we get closer to end of pilot
- LMS Review:
 - Will resume review that was suspended last spring; an open review of Blackboard Ultra, Canvas, and Brightspace; creating a working group from LTAC, Distance Ed, and a few others, led by Mary Roman and Matt Goeke in ITS;
 - See LMS Review Process & Timeline (document) for list of things done and things still to do.
 - Need to keep in mind two separate issues: "What is the right product for SLU?" from "Can SLU manage the roll-out and support a new product?" If this group decides they find the right product, we'll identify needs for a smooth roll-out and support.
 - Q: is there an expectation of a concrete calendar for the working groups? A: that will be up to the working group for the most part, but LTAC members can start meeting with their faculty assemblies a.s.a.p. – to get the LMS review back on everyone's radar
- Process for addressing requests for new campus-wide technologies
 - Need strategic prioritization from the deans on which needs have potential as a campus-wide tool; college-specific tools should be dealt with at the college level (if only one department or college needs/wants that tool)
 - LTAC would refine its existing list of technologies and give to CADD to prioritize based on where they see greatest potential for campus-wide investment;
 - ITS Relationship Managers would work with deans to get information from vendors and determine whether an institutional approach is feasible
 - Ideas for things on the list could come from LTAC or CADD. CADD can ask LTAC for their input on specific things that don't come through LTAC.
 - LTAC members to review current list and refine in time for Debie/Kyle to share with CADD
- Skype for Business

- Fuze announced in May that our contract would end in July; since we already had access to Skype for Business, this tool was rolled out as a stop-gap measure. Question for LTAC this year: is this the right tool for synchronous meeting/video conferencing?
- Q: Do we have Fuze usage statistics? A: We pulled usage statistics when we got the notification that Fuze was going away. We can reach out to those high-use individuals to see what their Skype experiences are.
- Cindy Rubbelke: SoN used Fuze a lot, especially for their hybrid PhD program. Lots of feedback from faculty on Skype, and most is negative. Would like some customized training for their faculty held at SON.
- Q: Is the tool browser-based, client-based, or both? A: Both. Very different between the versions.
- Robert Cole: faculty in Education don't love it, but are using it. Having issues with losing connectivity, need additional devices (like mics) because current devices aren't compatible.
- Mary Roman: Heard from faculty: Issues with downloading/saving videos, issues with international use.
- Lisieux Huelman: From students: no record of the chat that they can find once the window has closed.
- Membership terms- will be randomly assigning those, as promised
- Debie and Kyle will meet with Matt Sullivan in Disability Services to talk about accessibility needs associated with learning technologies
- IT Support challenges are still on our radar; we need LTAC members to continue to bring those forward
- General teaching/learning technologies matters?
 - Is there any good voice recognition software available for faculty who teach online, especially for those where English isn't their first language? A: There is not a University-supported tool; Dragon is generally considered the best, but it takes a lot of training. Panopto also has voice recognition.

Decisions / Recommendations Made:

- N/A

Learning Technologies Advisory Committee | Meeting Summary: October 17, 2018

Attendees: Jon Baris, Amy Bautz, Robert Cole, Kyle Collins, Mary Cook, Matt Grawitch, Stacey Harrington, Jay Haugen, Tim Howell, Mikael Kriz, Debie Lohe, Stephen McMillin, Terri Rebman, Steve Rogers, Mary Roman, Cindy Rubbelke

Meeting Summary:

- Approval of minutes:
 - Robert Cole moves to approves, Matt Grawitch seconds, minutes approved
- Informational updates
 - Panopto pilot: Vendor training on campus last week. Tim Howell and Cindy Rubbelke both say pilot is going pretty well. Have had significant increase in pilot participation since last LTAC meeting. Looking at different levels of support to see what the actual differences are between the support levels from Panopto and what the contract implications will be if we adopt. One thing we'll need to do is to hear from the students and faculty members. Kyle is working with Angela Dean to get a survey to those users regarding their experiences
- November meeting is moved to Nov. 28 (due to Thanksgiving break)
- CADD meeting: How to make resource allocation priorities with CADD with regard to technologies with potential for campus adoption (process discussed in last LTAC meeting)
 - Gave update to CADD today and they were supportive. Next steps is to forward the master list of the technologies that LTAC has been looking at to CADD to discuss and prioritize
 - Can include hardware and software and services that are related to teaching and learning technologies
- LMS review working group update
 - 11 working group members
 - Vendors will be on site the first two weeks of November to demo all the features and do their presentations. There will also be sandbox access for LTAC members to test drive the different LMS features. Vendors will receive a script for a set of things we want to see from all vendors.
 - Sessions will be advertised in Newslink, as well as through a direct email campaign (maybe through Mike Lewis as Acting Provost)
 - IT tech team will have their own session with vendor so that they don't derail from faculty/student sessions
 - Pre-session survey has been removed from timeline due to lack of time. All feedback will be collected after the vendor demos. However, if LTAC members meet with faculty assemblies and hear feedback, obviously the group will take it under consideration.
 - Demos will be recorded and hopefully live streamed.
 - Debie, Kyle, Mary Roman, and/or Matt Goeke will provide framing for each session to establish context.
 - Q: How are we engaging students in these sessions? A: What does this group think we should do? SGA rep offered to put an announcement in the SGA weekly newsletter. He will also reach out to some of the learning communities to see if they'd be willing to send some students to the demos. Mary Roman will follow up to work with students in those groups to rank top five things they would like to see in the demos. We can also put an announcement in Bb Announcements

- Let's get feedback ready by the Nov. 28 meeting
- Q: How do people get sandbox access? A: Talk to Mary Roman and Matt Goeke. Limited number of slots for this.
- Other Learning Tech Needs and Support issues?
 - Matt Grawitch: What are people doing about writing support for students? Are people using SLU's Writing Services? SPS is using a virtual writing support service (Smart Thinking) that is going well. Going to do a comparison study to see if students who are required to use it do better on assignments. Other LTAC members have had positive experiences with campus writing services, but don't know how it's going for online students' accessing writing support. Debie: A part of this is currently outside the purview of this committee, since it touches on Student Development services; before we expand the discussion about technology tools, we should first talk with Student Development to assess the current capacity of writing services.
 - Stephen McMillan: We need to remember that a lot of these issues we're discussing brush against other issues, such as budget constraints related to enrollment and other things.
 - Tim Howell: What is the ITS timeline for new Mac OS being used on our campus? Mary Roman: ITS is still assessing it.

Decisions / Recommendations Made: Move November meeting to 11/28.

Learning Technologies Advisory Committee | Meeting Summary 11/28/18

Attendees: Jon Baris, Amy Bautz, Mamoun Benmamoun, Robert Cole, Kyle Collins, Angela Dean, Jason Fritts, Matt Goeke, Matt Grawitch, Stacey Harrington, Jay Haugen, Tim Howell, Lisieux Huelman, Mikael Kriz, San Kwon, Debie Lohe, Stephen McMillin, Kyle Mitchel, Steve Rogers, Mary Roman, Cindy Rubbelke

Meeting Summary:

- Approval of minutes:
 - Motion to approve: Steve Rogers; 2nd: Tim Howell; All in favor
- Panopto Pilot
 - (See handout)
 - Angela Dean: Pilot wrapped up, surveyed the faculty members and some students. Very positive feedback. Support level upgrade halfway through improved overall experience. 89% of those who completed survey recommended continuing with Panopto.
 - Was some difficulty integrating Panopto into Bb due to access issues (internal to SLU)
 - Tim Howell: Had a good experience with Panopto; Cindy Rubbelke: Really liked it once she got past the SLU-end issues. Especially liked the non-destructive editing.
 - Downsides: Tim Howell: Could be overwhelming or intimidating to new users due to how different it is from Tegrity.
 - Q: Steve: What's the cost differences in the options? A: About \$10,000 between the two support levels. Includes unlimited user to customer service interactions, auto-captioning. Q: Migration? A: Yes, for free. Q: Should we ask before migrate things, or just auto-migrate? A: We can ask but will people hear that ask? We'll need to see what Panopto can do and discuss this further. Q: When would this be implemented if we go with Panopto? A: Contract signed in December, opened in Spring, and Spring would be the transition period. Tegrity will go away in summer.
 - Vote: in favor of recommending Panopto to CADD: 13; Opposed: 0
- LMS Review
 - Debie Lohe: This committee set out to answer two questions
 - What is the right next LMS for SLU?
 - What would it take to do that?
 - Today we only will be talking about what the right next product, not necessarily what will it take. Working group pulled together from LTAC, Distance Ed, and several heavy users from around campus to help gather the data to give to LTAC. There will not be a vote today; a vote will happen via a Google form later this week.
 - Handouts overview (**See handouts**): Review of attendees to demo sessions, feedback numbers, Pros vs Cons list of each LMS, Needs/Requirements
 - Q: How does grading compare between them? A: Both Canvas and D2L was better than Bb.
 - Jason: Reviewed sessions as someone who doesn't use Bb. Did not like Bb Ultra, was excited by Canvas, was intrigued by D2L
 - Q: How does accessibility work in the app for Canvas? A: Working group will look into it.
 - Jason: Like the fact that Canvas is open source.

- Q: How well attended were the demos attended? A: Not very. Sentiment heard from faculty was varied: they feel IT will just make the decision; or the President will just make the decision; or the budget issues meant nothing would happen.
- Other concerns heard:
 - University won't have or spend the money to do what needs to be done.
 - ITS doesn't have the capacity to do what needs to be done.

Decisions / Recommendations Made:

- LTAC recommends that University adopt Panopto to replace Tegrity

Learning Technologies Advisory Committee | Meeting Summary 1/16/19

Attendees:

Jon Baris, Amy Bautz, Mamoun Benmamoun, Robert Cole, Kyle Collins, Jason Fritts, Matt Grawitch, Stacey Harrington, Tim Howell, Mikael Kriz, San Kwon, Mike Lewis, Debie Lohe, Kyle Mitchell, Terri Rebman, Steve Rogers, Mary Roman, Cindy Rubbelke

Meeting Summary:

- Approval of minutes:
 - Steve Rogers motion, Robert Cole second. All approve.
- Informational updates
 - Panopto- getting classrooms ready for Panopto over spring break with a Go Live date of Monday after Spring Break (March 18). No live training scheduled, but SLU has purchased 8 2-day sessions of onsite training.
 - Faculty will have access to online training in early February through end of February; Every classroom will physically be checked for Panopto over spring break; Installation for faculty computers will be available also on March 18, likely through university software distribution platform. (Kyle will see if this can be earlier for summer faculty.)
 - Migration of Tegrity content to Panopto is still being worked out. Still looking into whether we can export everything from Tegrity with data intact (and store as an archive) or whether we need to migrate all Tegrity content.
 - Q: In-person trainings? A: Training in February will be online, onsite training will be after we go live. Timeline still undecided. LTAC members advocate spreading out those 8 onsite visits over time, so folks have multiple opportunities to learn. IT staff also will be able to meet with faculty one-on-one.
 - LMS Update- This group recommended Canvas, deans endorsed the idea of pursuing next steps, which are to identify what it would take (budget, planning) to move to Canvas.
 - Mike Lewis- this is a significant initial cost which requires looking at capital funds. From the perspective of David Hakanson, we can do this, but not sure about timeline. Working on getting a meeting of the VPs to determine if it's feasible in FY20 (July 1, 2019) or FY21 (July 1, 2020).
 - Whether getting financed this year or next, planning will commence immediately for smooth transition and support. This group expressed a number of concerns that the transition and support for faculty be well-planned, and they will be.
 - Capital Funds Request
 - (See handout of [Capital Spending Requests](#) for IT expenditures by non-ITS units)
 - Of the ~\$1.3 million in requests, ITS anticipates only getting ~\$500k in actual approved funds. Prioritization and decision making will be done by the ITS Advisory Board and ITS Steering Committee. These requests are not prioritized by LTAC, though LTAC's list of technology needs did go to the deans, who have input into the creation of the list.
 - Q: Should we have a larger conversation about classroom refresh parameters? LTAC members expressed interest in seeing a more holistic approach to classroom design and

technology refresh to address non-technology limitations of classrooms and to potentially make classroom technology less one-size-fits-all and more suited to different teaching needs.

- Additional discussion items?
 - Skype for Business: any new information to add? No. Still about the same as before.
 - CAE software: Used for video feedback in certain departments, primarily clinical. Is being used and paid for by multiple departments.

Decisions / Recommendations Made: None made.

Learning Technologies Advisory Committee | Meeting Summary 2-20-19

Attendees: Jon Baris, Robert Cole, Kyle Collins, Jason Fritts, Matt Goeke, Matt Grawitch, Tim Howell, Lisieux Huelman, San Kwon, Mike Lewis, Debie Lohe, Stephen McMillin, Steve Rogers, Cindy Rubbelke

Provost Gillis also joined this meeting.

Meeting Summary:

- Approval of minutes:
 - Steven Rogers: motion to approve, Cindy Rubbelke: second, all approved
- Informational updates
- Introductions to Dr. Gillis
- Dr. Gillis
 - Does the institution have a policy regarding continuation of work during unexpected university closings? A: Not that we know of. That type of policy would not be in LTAC's purview.
 - What does this group feel are the biggest issues in learning technologies on campus?
 - Lack of trust between SLU community and ITS's capacity to support technologies, considering considerable cuts in IT staffing and changes in IT structure
 - Change fatigue
 - Seeing technologies wear out and not be maintained
 - What about successes? Lecture capture pilot and learning about a failure before committing to a product; seeing faculty using more technology on campus; change of LTAC composition to be more faculty driven and seeing more diverse campus needs;
- LMS Transition planning
 - Questions/comments regarding [LMS Transition Plan](#):
 - Appreciate amount of time of in-person and online professional development devoted to transition;
 - Q: Regarding SLU training materials reference- will these be SLU training materials or Canvas training material? A: It will be a combo- will be some links out to Canvas training material, and some SLU specific materials managed by SLU. May be a demo course in Canvas vs. SLU website. Important will be ease of access and ability to search so faculty can find what they need easily.
 - The more faculty we get to participate in those training sessions, that will be critical.
 - Q: How do we offer in person support with so little IT support available? A: We've built budget into the proposal to allow some temp hires for 12-16 months to do that training, and ATC staff will continue to be available for some training.
 - Q: What does the budget proposal and revision process look like? How do we know the project will be funded at the requested level vs. approved for less funding? A: IT governance process vets that out. The next place it goes to is the IT Steering Committee, who has the potential to request a reduced budget request, but that's not typical. And several key leaders already have indicated their general support for this – CIO Hakanson, Provost Gillis, CFO Heimbrger. Provost Gillis indicated that this is a top priority; Mike

Lewis shared that the CIO has committed to making this the top IT capital budget priority for FY21.

- Q: Is this coming at the expense of any other priorities? A: Certainly a request of this size will come at the expense of other requests, but nothing as large as this one. And we won't know exactly where the chips will fall until we know where the University stands as we get closer to the FY21 budget. However, Provost Gills and CIO Hakanson have expressed clear support for this project to be funded, as have the deans.
- Next- if this group votes to approve this transition plan, then Debie and Kyle will move forward to map out a more detailed roll-out and implantation plan; the planning process will be iterative, with LTAC and CADD members, as well as others, having input. Likely will establish a "Canvas Advisory Board" (or something like that) to shepherd this process. If LTAC votes to move forward, Debie and Kyle will seek CADD endorsement, then prepare communications to go out to the community broadly to make sure everyone knows what is happening.
- Panopto implementation update (See Slides/Handout [\[LINK\]](#))
 - Matt Goeke walked through PPT slides.
 - Q: What about installation for non-PC or off-campus machines? A: Will have that available shortly. Q: When will online training be available? Originally the group was told February. A: Hopefully very soon. Still working to make those available. Q: If we're already sending bodies to individual classrooms to check Panopto, can they also check the other technology functionalities while they're there? A: That will go on the list, we will definitely do that. Q: Will it be installed in the ATC? A: Yes.
- Other topics:
 - Skype – problems continue: Robert Cole proposed starting a process to explore a Skype alternative, Cindy Rubbelke seconds.
 - Outdated computer in classroom and printer issues in Reinert Hall – Kyle will investigate
 - Updates to Amazon Alexa?
 - Continuing to work with Amazon teams on implementation. Sending regular updates to student users regarding new and/or relevant Alexa features.
 - Alexa project selected for ELI's horizon report.
 - Amazon donated 100 additional Echo Plus devices to have SLU pilot putting them in conference rooms.
 - Looking into other voice control projects

Decisions / Recommendations Made: ITS/LTAC will begin exploring alternatives to Skype.

Learning Technologies Advisory Committee | Meeting Summary 3/20/19

Attendees:

Jon Baris, Amy Bautz, Robert Cole, Kyle Collins, Matt Goeke, Matt Grawitch, Tim Howell, Lisieux Huelman, Mikael Kriz, Mike Lewis, Debie Lohe, Terri Rebman, Steve Rogers, Mary Roman, Cindy Rubbelke

Guests: Carlos Landeau, project manager for Panopto

Meeting Summary:

- February minutes: Motion to approve: Robert Cole, 2nd-Tim Howell; unanimous approval.
- Panopto Implementation
 - Carlos Landeau is the new project manager
 - Discussed Panopto update handout (see attachment), with focus on LTAC questions
 - What more is needed for training? What additional information do the IT folks need to be thinking about?
 - Training ([see handout](#)): In addition to proposed training dates, Panopto holds an open lab Zoom meeting (virtual drop-in) every Friday at noon; Q: Could there be some front formal training during Spring finals week? A: Yes, early May is ideal. Q: And/or during the college retreats? A: Yes. Q: Could there be trainers made available in colleges for drop-in times? A: Potentially, if a dean requests it.
 - Migration: ([See handout](#)) No great options for getting timely access to migrated content; Q: Do we want to automatically push all migrated content out to faculty, or require them to request it before giving them access to it? A: Autopush all content. [This will require ITS personnel to go in and link content as it becomes available.] Q: Can faculty download their Tegrity content and move it to Panopto themselves? A: Technically yes, but it is a painful and not very effective process. Q: Will faculty be notified as portions of their content become available? A: Not until it's complete. But we can create an email that gives faculty an outline of how the rollout will proceed.
 - Other: ([See handout for notes](#))
 - Next communications for the campus need to include training dates and information about content migration. LTAC members liked having something they could just forward.
- LMS update: Met with CADD and requested approval to move forward with proposed timeline. No objections to Canvas, but some deans want to move faster than the proposed timeline. Conversations on timeline will continue, with potential for smaller cohort to possibly go sooner, but majority of campus to go with proposed timeline of rollout in AY2021. Funding is not available until FY21 at the earliest.
 - Q: Is the Canvas implementation including ARC? This question may be the result of confusion. Are the video tools in Canvas (like video feedback to students) part of ARC or not? ARC is not included in the bid for Canvas, but video libraries were not a part of the feedback from LTAC on needs. The video tools LTAC and Working Group members wanted are part of the toolset in Canvas without ARC, we believe, but ITS will confirm.
- Skype/Fuze replacement: How do we want to go about this exploration? We could explore multiple tools and do a full review or choose one tool (if there's consensus) to explore deeply. Different LTAC members had different views.

- Cindy- her faculty want Zoom; Panopto trainers use Zoom for office hours. Steve: Is it possible to just do a one year subscription to test it? A: There are a lot of costs in implementation that makes a one year contract not ideal.
- Other options? WebX; Amazon has something not great;
- Do we do a FULL options analysis, or just jump to a single tool investigation? Is there something in between? Q: Could look at peer institutions? A: Most are using Zoom.
- ITS will gather data about top players in this category and then bring it to this group to further inform the process.

Decisions / Recommendations Made: No formal decisions or recommendations made.

Learning Technologies Advisory Committee | Meeting Summary 04-17-19

Attendees: Mamoun Benmamoun, Robert Cole, Kyle Collins, Matt Grawitch, Jay Haugen, Tim Howell, Lisieux Huelman, Mikael Kriz, San Kwon, Debie Lohe, Terri Rebman, Steve Rogers, Mary Roman, Cindy Rubbelke

Meeting Summary:

- Approval of minutes: Tim Howell- motion to approve, Robert Cole- 2nd, all approve
- Informational updates: LTAC membership terms – LTAC members who know they need to rotate off LTAC next year (for their own reasons) should email Debie. Otherwise, consistent with our plan last year, we'll be randomly assigning voting members to 1-, 2-, or 3-year terms, to begin next year. After that, all terms will be 3-year terms, with deans and LTAC members with option to continue serving beyond that.
- Canvas updates/discussion:
 - CPHSJ would like to be in an early roll-out if budget allows.
 - Video tools: discussion in last LTAC meeting about built-in video tools vs. Arc (add-on) prompted additional research ([see handout](#)). Canvas and the LMS Review Working Group members confirm SLU doesn't need Arc; built-in tool does what Working Group members wanted, and Panopto will essentially do the key things that Arc would do.
- Panopto updates/discussion:
 - Additional training dates: ([See handout](#)) Updated proposed training dates to reflect LTAC input; multiple 2-hour sessions will be held each day, some in different locations, some introductory, some advanced editing; sessions listed on "medical campus" will be open to all faculty;
 - **[revised since last meeting]** Process for provisioning Blackboard courses for Panopto: previously, this was a manual process. It will now be handled through batch process, with summer courses being provisioned now. After batch process, courses assigned in Bb will need to be provisioned manually.
 - **[revised since last meeting]** Migration of Tegrity content: Tegrity exported all content a couple of weeks ago; Panopto expects all content to be migrated and placed in instructors' Panopto accounts in about 8 weeks (vs. previously-stated 20 weeks). Any Tegrity content created between the last export (in March) and July 31 (when Tegrity contract ends) will be converted after that. No content will be available in Panopto until *all* Tegrity content has been imported into Panopto (this is different from March information). Expected to have all Tegrity content loaded in Panopto, by instructor/creator, before the fall term.
- Video-/Web-conferencing Tools ([See handout](#)):
 - Gartner research (across industries): Typically look for choices in the upper-right quadrant. Microsoft is what we have (but doesn't work well consistently), Cisco is too expensive; Zoom appeared to be the best choice for higher ed. In higher ed more specifically, the top two options are Zoom and Blackboard Collaborate. Since we're leaving Blackboard, Zoom makes the most sense to pursue.
 - Jay Haugen: Q: Can we look to see if there was an implementation issue with Skype? It wouldn't be so high on the quadrant if our experiences were true for users outside of SLU. Should be wary of spending money on a tool that does what a no-additional-cost tool does. Kyle will explore.

- LTAC members voted to pursue additional information about possible Zoom institutional licensing. Zoom has functionality that Skype doesn't; even if Skype has no additional costs associated with it, it also isn't the same, pedagogically. Additionally, SLU already spends some money on Zoom licenses (within academic units), and we should find out how much that is.
- Classroom Technology Design/Refresh Process:
 - It has been about 7-8 yrs since classroom technology design was changed. At that time, there were good reasons to standardize the technology in classrooms. But the current refresh approach means classrooms don't get new A-V technology until about every 9+ years (classroom computers get refreshed at 4 years). LTAC members agree that it's time to look at the design; not all classrooms may need the same technology; some things feel out-dated, students can't use their devices to project, etc. Need to explore new design options and viability of possibly having multiple technology designs, work with Registrar on getting right classes in rights spaces, etc. Want to put together a working group to tackle this.
 - Q: Do classrooms in res halls fall under this purview? A: If those spaces are general use (i.e., classes can be assigned to them), yes; if they aren't, they don't currently fall under the definitions, but the working group can explore changing these definitions, too.
 - Working Group Volunteers: Lisieux Huelman, Steve Rogers, Cindy Ruebelke, Tim Howell, Mamoun Benmamoun, San Kwon [and Debie]. Will try to meet once before summer.
- Other:
 - Jay Haugen- Registrar's office is starting to look at syllabi software. Course Leaf has just released a syllabus management software that seems very promising. Also looking at what is offered through Canvas. What questions should Jay take back to the vendors? Customizability by unit; few constraints in syllabus content (to allow for greater freedom for faculty in areas without standardized syllabus templates).
 - Kyle- ITS will do a request for proposals (RFP) for helpdesk support.
 - Debie- Will send anonymous survey to LTAC members about their experience on LTAC, ways to improve the functioning of the committee, meetings, etc.

Decisions / Recommendations Made:

- Move forward to find out more about Zoom pricing and current expenses