

MEMORANDUM

To: Karen Roche, Secretary of Senate

From: Dr. Joan Chambers - Chair, Senate Academic Information Technologies Committee

Date: April 13, 2015

Subject: Senate Academic Information Technologies Committee Report

The Senate Academic Information Technologies Committee met on **January 12, 2015**.

Dr. M. McPherson and Dr. Jane Nicholas provided an update on the Provost's Task Force on Innovation and Excellence in Teaching.

Dr. Joan Chambers agreed to sit on the Provost's Task Force as a representative from SAITC.

Discussion on standardization of technology in terms of a generic multimedia room ensued. It was noted that Faculty input was needed.

The committee passed the following motions:

MOVED that the following individuals be asked to serve on an ad hoc committee to develop a survey on the technological needs in classrooms:

Dr. Joan Chambers, Dr. Siamak Elyasi, Dr. Carlos Zerpa, Dr. Jane Nicholas, Mr. Mike Dohan, Mr. Bernie Blake

MOVED that this committee be tasked with the following:

- In conjunction with Technology Services and Institutional Analysis to develop a survey that would collect information on the technological classroom needs
- Submit the survey to SAITC by March 1st for approval prior to distribution
- To make recommendations to the committee on how the survey will be distributed to faculty members and who/how the information will be collated

Dr. Nancy Luckai noted that careful planning is required with respect to our Scantron system that is used to support teaching and learning. The Senate Academic Information Technologies Committee (SAITC) was requested to provide input on how to proceed with consultation from faculty regarding this matter. It was noted that it is both a challenge and opportunity to think about what to do next for student evaluation of teaching and exam marking capabilities. This item will be added to the next SAITC meeting agenda and advice will be sought at this time. Mr. Bernie Blake noted that he will provide a more in depth report for the next Committee meeting and also bring a Manager to speak to the Committee about this topic.

The Senate Academic Information Technologies Committee Ad Hoc Committee met to develop a survey on the technological needs in classrooms met on **February 6, 2015**.

Discussion on survey policy and creation ensued. Sarah Browne with Institutional Analysis will provide advice on survey construction. The Ad Hoc Committee determined that the original objective of March 1st is impractical and will set a new date for once the focus group surveys are completed. Google Docs templates have been created for the ad hoc committee to further develop survey guidelines.

The Senate Academic Information Technologies Committee met on **February 13, 2015**. Mr. Terry Young presented information regarding the Scantron system to the committee. Short term and long term recommendations were presented to the committee. The committee passed the following motion:

MOVED that the SAITC Chair strike an Ad Hoc Committee in collaboration with the Senate Teaching & Learning Committee and TSC

- to develop Standard Operating Principles for Scantron use and
- to examine current and future needs related to the functions of Scantron and
- to provide recommendations in a report back to the SAITC

The Senate Academic Information Technologies/Senate Teaching & Learning Ad Hoc Committee met on **March 17, 2015 re: Scantron**.

Discussion ensued regarding the development of Standard Operating Principles for Scantron use. Mr. Terry Young distributed a draft Scantron Standard Operating Principles document to the Committee. The Committee worked on the language in the draft and agreed to have the edited version distributed by email later that week.

The Senate Academic Information Technologies/Senate Teaching & Learning Ad Hoc committee met on **March 24, 2015 re: Scantron**.

A revised version of the Scantron Operating Procedures was distributed to the Committee prior to the meeting.

Given the fast approaching examination period, it was agreed that N. Luckai would send a draft of the revised document to Chairs and Deans for comments, with a 2-3 day turnaround. Deans Council was made aware that an Ad-hoc Committee is working on the Scantron Operating Principles and the reasoning behind it.

It was noted that a Scantron instruction sheet will be made available for students.