

**FACUTLY ADVISORY COMMITTEE FOR EDUCATIONAL TECHNOLOGY MEETING MINUTES
March 07, 2008: 4:00-5:00pm in 238 MacNider**

In Attendance:

Stephen Charles	James Lindsey	Alfred Reid		
Dale Krams	Nilsa Morales	Mitchell Copeland		
Howard Reisner	Sandra Void			
Lydia Lewis	Cheryl McCartney			

1) Laptop Loaner Policy

Alfred distributed the laptop policy. The policy was reviewed by FACET during the meeting. A suggestion was made to send edits and comments to Jake Achey.

Howard stated that the medical students want to use calculators during online testing; after which, Howard was informed that the AIMS browser used for online testing now has a built-in calculator that the students are using.

Howard asked the committee to define the type of violation specified in the laptop policy, meaning to specify “violation of the honor code”, instead of just saying violation.

Item 3.b. of the current laptop policy was discussed (*3.b. The student brings his/her failed laptop to the exam, where a Client Services staff member will verify that the laptop has failed.*). The committee indicated that the item should remain in the laptop policy.

Alfred stated that he would forward the discussed “violation of honor code” suggestion for incorporation into the laptop loaner policy. *The suggestion will be forwarded to the Promotions Committee.*

Alfred indicated that the laptop loaner policy goes back to the course directors for review and approval.

Discussion of the laptop loaner policy continued. It was suggested that the “First Offense” penalty should be change to indicate that the student is warned at first offense, meaning the student will be informed of stiffer penalties should he/she not bring a working laptop to the next online exam.

It was suggested that a student should be referred to the promotion committee at the third offense; however, a computer is still given if available.

The following suggestions were made regarding who should give the warning to a student that do not bring a working laptop to the online exam:

- i. An Office of Information Systems (OIS) person or whoever hands out the loaner laptop should give the warning by perhaps reading a script to the student receiving the loaner.
- ii. The exam site is perhaps not the ideal place to make a fuss about loaning out a laptop. A mild spoken warning is perhaps sufficient when actually handing out a loaner laptop.
- iii. *Third Offense* – It was suggested that the following line be removed from the laptop loaner policy because it implies failing a student for not having a laptop: “No computer given, unless OIS has been previously instructed to do otherwise”.

Is was suggested that item three read as follows since the Associate Dean for Student Affairs sits on the Promotions Committee:

“An appointment will be scheduled with the Promotions Committee to discuss the matter”.

2) PDA Requirement

The PDA policy was distributed to committee members.

Lydia indicated that \$500 is in the students' financial aide packet to buy a PDA. She indicated that students are told to hold the funds until spring and buy their PDA at that time.

Alfred stated, "... the PDA policy gets posted to the Web". *Jake Achey will post the PDA policy to the Web.*

3) ARS Devices

Alfred indicated his Audience Response System (ARS) spends about 1/3 of its time in other hands, meaning it is used by other people or departments about 1/3 of the time that it is used.

The committee was not in favor of James' suggestion of purchasing additional clickers for distribution by Medical Sciences Teaching Laboratories (MSTL). Main reasons for not accepting this idea appeared to be the suggestion that the clickers would receive low use throughout the year (e.g., used only during Capstone), as well as the suggestion that Offices of Medical Education (OME) may be providing support only for medical student events following the reorganization of OME. Mitchell indicated that ARS clickers are used in "Hamilton 100" which seats approximately 490 people. He indicated that the actual departments on campus buy their own clickers. He suggested that Suzanne Chadwell may be able to provide more information on the "academic side" on how they obtained and use their ARS clickers.

4) Other

Dale indicated that One45 was rolled out and is currently in use. Additional items will be added to One45 over time.

Dale indicated that Qualtrics is currently being used for medical school year 1 (MS1) and medical school year 2 (MS2) surveys.

Dale indicated that it is desired that eventually all course evaluations and surveys will be conducted using One45 instead of Qualtrics.

Howard commented briefly on "Apple U" podcasts and technical issues associated with it that will delay implementation.

Lydia indicated that copyright issues associated with podcasts are under discussion.

Howard indicated that there is an application process on campus for creating things such as podcasts, and it goes through the Intellectual Property Department and is treated as intellectual property. He suggested that the process and agreement may include a percentage of revenue sharing based on use.