

# URI ETAC Meeting Notes

December 1, 2023

Recorded by: Mary Jane Palm

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## Attendance

1. ETAC Chair ('23-'25): Jim McGwin, Business, *Adjunct Professor*
2. Robert Coyne, Physics, Associate Teaching Professor
3. Nancy Eaton, Mathematics, Professor
4. *Kevin Gray, IT TLS, Project Leader & Brightspace System Administrator*
5. Allison Harper, Kinesiology, Teaching Professor
6. Sarah Larson, Nutrition & Food Sciences, Associate Teaching Professor
7. Christopher Lavan, ATL, Associate Vice Provost
8. *Joannah Portman-Daley, ATL, Associate Director of Online Education and Instructional Technology*
9. *Mary Jane (Janie) Palm, IT TLS, Manager, Instructional Technology*
10. Paige Ramsdell, Disability Services, Assistant Dean
11. Alicia Vaandering, Library, Assistant Professor
  - Not in attendance: Karlis Kaugars, Stephen Kogut, Ian Lester, Michelle Rogers, Ellen McGough, Kathy Peno, Jean-Yves Hervé
  - NOTE: *Italicized names indicate non-voting members*

## Follow Ups:

1. Kevin continues to work on the API that will allow mass editing of notification settings.

## Decisions Made:

1. Will proceed with ExamSoft integration.

## Assignment of Action Items (who will do the work?):

1. Jim will draft a syllabus statement re: use of third party apps and data retention.
2. Kevin will create needed documentation to support Brightspace Virtual Assistant.

## Other Notes:

1. Kevin introduced the Brightspace Virtual Assistant which will run in parallel with existing 24/7 chat support for Spring 2024.
  - a. 24/7 chat will sunset at end of Spring semester.
2. Extensive discussion was had around improving communication between IT and Faculty. Ideas and suggestions included:
  - a. addition of major updates (w/ links) to Rhody Today emails
  - b. use of short, descriptive email subject lines to negate need to open email
  - c. sending Chairs/Deans info about critical updates (not more than a few per year) for inclusion in department and college meetings
3. Communication discussion also highlight several opportunities for IT to focus on:
  - a. increased advertisement of Rhody Connect app
  - b. optimization of IT websites to improve accessibility