URI ETAC Meeting Notes

October 20, 2023

Recorded by: Mary Jane Palm

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. Ian Lester, Pharmacy, Manager of Technology Services
9. Michelle Rogers, IT TLS, Director of IT Teaching and Learning Services
10. Ellen McGough, Physical Therapy, Professor
11. Kathy Peno, Education, Professor
12. *Joannah Portman-Daley, ATL, Associate Director of Online Education and Instructional Technology*
13. *Mary Jane (Janie) Palm, IT TLS, Manager, Instructional Technology*
14. Paige Ramsdell, Disability Services, Assistant Dean
15. Alicia Vaandering, Library, Assistant Professor
16. Jean-Yves Hervé, Computer Science, Associate Professor

- Not in attendance: Karlis Kaugars, Stephen Kogut
- NOTE: *Italicized names indicate non-voting members*

Follow Ups:

- Brightspace role updates (Guest Lecturer, Read Only) will be reviewed at the next scheduled ETAC meeting as a main agenda item.
- Establish a meeting schedule for the remainder of the academic year.

Decisions Made:
- Approve MatLab and Codon Brightspace Integrations
- Approve public sharing of Brightspace Awards
- Approve changing default Brightspace Notifications as follows
  - Announcements default On, users will need to opt out

- ○ All others will default Off, users will need to opt in

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

- ● Kevin: Connect with the current vendors to answer questions about how/until when students and faculty can export their data.
    - ○ Add questions about this to Security and Needs Assessment
- ● Kevin: Set up monthly meetings. Meetings will be canceled if there are no agenda items that month.
- ● Kevin: Update Brightspace Integration site with the following information about each vendor
    - ○ If student/faculty information is transmitted
    - ○ If/for how long students and faculty may access work in that system
- ● Members: Email Kevin Gray with questions to add to Security and Needs Assessment

Other Notes:

- ● Conversation around the difference between Support Desk ticket types
    - ○ Incidents are for problems and issues in any system
    - ○ Brightspace Change Request will initiate Change Management process. It is for requests to make changes to Brightspace settings or features.
    - ○ ETAC members will share this information with their departments.

- ● Members with questions about InfoReady can submit Service Desk tickets to Janie Palm (Janie).

- ● Conversation around electronic privacy & data ownership issues
    - ○ The need to alert faculty and staff to be aware of these issues and include in class discussion.
    - ○ What happens to the student data after their license to a third party system ends? Clarify for students how and when to retrieve their data.

- ● Recommendation that key texts in a field be purchased outright to allow for continued use.

- ● The request to add tagging for Brightspace Discussions will remain on HOLD pending a bug fix by the vendor, D2L, involving students with the same name in one course.