# Student TAB Meeting

Minutes, September 23, 2016

605 Hodges Library, 3:30-4:45

## Action Items

- Alexander: Look into wireless printing in new Stokely Residence Hall.
- Reeves: Review notes regarding discussions of "campus Craigslist."
- Reeves: Evaluate extending the student check-out period for OIT equipment.

## Members

### Voting members

**Mark Alexander**, **Ernest Bernard**, **Dakota Cauthen**, **Bill Dunne**, **Samson Girma**, **Jennifer Gramling** (for Robert Hinde), **Sherilyn Hammonds** (Co-Chair), **Eric Hampton**, Robert Hinde, David Mendez, **Leigh Mutchler**, **Jacob Rogers**, **AJ Schroder**, Cory Tacosik, **Anagha Uppal** (alternate), Brittany Wright (alternate) (**bold** indicates present)

### Ex Officio Members

**Larry Jennings**, **David Ratledge**, **Joel Reeves** (Co-Chair) (**bold** indicates present)

## Welcome

- Introductions
- If you have projects to address, please bring them up; this committee is the students' voice.
- As projects move along, we will provide updates.
- Budget is a little tight this year because of both Blackboard and Canvas.
- Meeting times set in advance and then ask SGA etc., for participants.
- Suggestion to subscribe to IT Weekly listserv (http://listserv.utk.edu/cgi-bin/wa?A0=ITWEEKLY).

## Updates

### Canvas

- Images attached at the end of these minutes: Countdown page and Canvas usage data.
- Canvas Status
    - Blackboard and Canvas will run in tandem through spring semester 2017. Can be a culture shift.
    - Contract signed at end of June; it was stood up in about 40 days.
    - 314 faculty are using Canvas for the fall semester.
    - Faculty are planning now for the transition. Have tried to communicate in multiple ways about the change.
    - Extensive training opportunities are available at https://oit.utk.edu/Training/Pages/default.aspx

- Blackboard
  - On average there are about 7,000 course sections in Blackboard each semester.
  - About 1,500 of those are usually combined into merged/multi-section courses.
  - There are typically 600 course sections of 500, 502, 600, and 602 that are not used in Blackboard.
  - While we have plenty of courses and instructors to get moved, it is not a daunting task.
  - We expect a large number to make the transition for the spring 2017 semester.
  - About the half the students are on Canvas. **Hammond**: it's different but not really better or worse.

## Dart Machine at Ayres

- Installation completed on July 19 – little usage so far. Will continue to monitor.
- May be difficult to find; will put a sign on the printer.
- Printer usage:

| Location | Since 9/1/2015 | Since 8/17/2016 |
|---|---|---|
| Ayres Hall | 14,349 pages | 2,255 pages |
| Humanities 216 | 17,635 pages | 1,411 pages |

## HOPE Scholarship Meter

- Rolling out in two weeks.
- General rule of thumb: 120 attempted hours, but also separate rules about Architecture students. Did not want to give incorrect information, so had to work with Registrar and Financial Aid.

## Zoom

- Replaced Blackboard Collaborate for videoconferencing. Can see up to 16 faces at a time.
- Replacing BB Collaborate with Zoom will save about $120,000 per year.
- Total Users – 4,313.
- Since September 1, 2016:
  - New users – 105.
  - Meetings – 1,007.
  - Participants – 8,315.
  - Total minutes for all meetings – 404,964 (about 6,750 hours).

## Commons Computer Upgrades (120 PCs)

- All PC hardware upgraded in Commons (120 machines). All using solid-state drives and updated login script to make logging in faster.
- About a five-year rotation across all sites.
- South Commons computers are slower because of Adobe Creative Cloud. Bought a limited number of licenses for Tech-Fee machines.

## Computer Labs

- All labs computers have been updated to Windows 10 and Office 2016.

## Mobile Printing

- Mobile printing is available in
  - Ayres Hall, room 116
  - Hodges Library Commons, rooms 220 & 235
  - Hodges Library Reference, room 135
  - Hodges Library, floors 3 - 6 on printers for wireless print
  - HSS rooms 201, 202 & 216
  - Presidential 113A
  - Tickle 403
- Information about mobile printing (https://oit.utk.edu/labs/volprint/Pages/Mobile-Print.aspx)
- Information about e-mail mobile printing
  (https://oit.utk.edu/labs/volprint/Pages/Email%20Mobile%20Print.aspx)

## Questions & Comments

- Bernard: What is the process for deciding where to set up mobile printing? Reeves: Based on usage statistics and requests.

# Budget Overview

## FY16 SUMMARY

| Tech Fee Budget | | |
|---|---:|:---:|
| **Expenditures** | | |
| Student Wages & Salaries | $ 682,795.36 | |
| Staff Wages & Salaries | $ 1,059,122.75 | |
| Staff Benefits | $ 482,691.12 | |
| Operating & Miscellaneous | $ 3,038,625.61 | |
| Equipment & Capital Outlay | $ 353,501.09 | |
| **Total Expenditure** | $ 5,616,735.93 | |
| **Surplus** | $ 333,264.07 | * |
| **\* $750,000 set aside for Classroom Technology** | | |

| Operating and Equipment Breakdown | | |
|---|---:|---|
| Computer labs | $ 523,194 | |
| Wireless | $ 45,237 | |
| Help Desk | $ 62,857 | |
| Instructional Design & Support | $ 108,616 | |
| Research Support | $ 423,396 | |
| Software Procurement & Distribution | $ 280,000 | |
| Teaching Tools | $ 697,126 | |
| Mobile Applications | $ 34,026 | |
| **Total** | $ 2,174,452 | |

- Budget: $5,950,000
  - College and Department awards: $1,000,000
  - Classroom technology: $750,000 + $500,000 from Facilities fee
    - Trying to do about a six year cycle for upgrades
    - Budget is about $850/seat. Some people argue that less expensive technology can be used, but the cheap stuff breaks.
    - Goal is to get all classrooms standardized so faculty don't have to remember which room they're in.
  - Student wages and salaries – we try to give people a chance to be promoted into full-time positions. In addition to quality technology, we need quality people.
  - Staff wages and salaries – every time the state provides a raise, Tech Fee has to pick up the entire raise for staff who are paid from TF.
  - Operating and miscellaneous broken out above. Includes:
    - Computer labs
    - Wireless ports, including outdoor wireless points
    - Help Desk (software, not salaries - Footprints and Bomgar)
    - Instructional Design & Support
    - Research Support - will bring a slide to a future meeting
    - Software Procurement & Distribution - student share of MS Office, Office 365, Windows
    - Teaching tools - Blackboard was running about $380,000 / year; Canvas will cost less for same features. Part of the savings is that Canvas runs in the cloud, so we don't have the hardware expenditures. To anticipate a question, if moving to Canvas in the cloud saves money, why did we bring BB back to campus? Because under that contract, the move to campus saved about $200,000 / year.
    - Mobile apps
  - Equipment and capital expenditures – this year it was back-end servers for apps, and other similar capital work that you don't do every year.
- Reeves need to hear what students want. This committee brought in Google, MS Office for students, research packages, outdoor wireless in many areas including the new Engineering Quad (SERF, Perkins, Ferris, down the new stairs to Estabrook), Lynda.com, and other projects.
- **Alexander**: These are the numbers for last year. The budget is kind of "soft" because it's based on numbers of credit hours. **Reeves**: That's what is budgeted. Anything over rolls into reserves; anything less comes out of reserves. People do apply for exemptions from paying Technology Fee, but Reeves approves very few.

## FY 16 College Expenditures

| Departmental Expenditures | | |
|---|---|---|
| Agricultural Sciences & Natural Resources | $ 41,417 | |
| Architecture & Design | $ 54,995 | |
| Arts & Sciences | $ 234,648 | |
| Business Administration | $ 104,000 | |
| Communications & Information | $ 57,906 | |
| Education, Health & Human Sciences | $ 40,664 | |
| Engineering | $ 194,569 | |
| Law | $ 17,250 | |
| Nursing | $ 44,437 | |
| Social Work | $ 245,555 | |
| Student Life | $ 88,847 | |
| University Libraries | $ 29,402 | |
| Veterinary Medicine | $ 63,984 | |
| Total | $ 1,217,675 | |

- Task for spring will be to review requests and decide how to allocate the awards for the following year.
- OIT does review the expenditures before reimbursing.
- Social Work was an anomaly because of new classrooms in Henson.

## Questions & Comments

- **Cauthen**: How are priorities set? Reeves: Roughly based on headcount, with allocations to Libraries and Student Life.

# College / Department Award Cycle: Important Dates

| Date | Activity |
|---|---|
| February 6-10, 2017 | Tech Fee request letters and guidelines sent to Colleges/Units |
| April 3, 2017 | Deadline for submission of all funding request documents |
| April 28, 2017 | TAB makes allocations at April meeting |
| Early May 2017 | Colleges/Units receive award verification and purchase reimbursement guidelines |
| July 1, 2017-March 31, 2018 | Colleges/Units place orders with vendors. |
| July 1, 2017-March 31, 2018 | Reimbursement for expenses following standard guidelines. |

# New Business

## Wireless printing in Stokely Residence Hall

- **Schroder**: Wireless printing in new Stokely Residence Hall? **Alexander**: Would it be used? Most people print to small printers in their rooms. We can certainly look at it.

## Campus Craigslist

- **Uppal**: Evaluation of viability of Campus Craigslist? **Reeves**: Remembers the topic; there were some concerns about monitoring and governance. **Gramling**: The "creepiness" factor.
- **Alexander**: Given that Craigslist is available, do we need one on campus? **Uppal**: Has heard support for the idea for several years; it keeps coming up. A local version would have more security and less stigma; students would be more comfortable using it if it were locked down to NetID and password.
- **Mutchler**: What would it be used for? **Uppal**: Like the bulletin boards that used to be in the old University Center – cars, furniture, tutoring, tickets. **Alexander**: Thinks will be bringing something like that back to the new Student Union.

## Wireless in South Stadium Hall

- **Rogers**: Has classroom on second floor of South Stadium Hall (219) and can't connect to wireless. Hasn't asked other students if they have the same problems. **Reeves**: Hasn't heard about first three floors in a few years. Four, five, and six are "owned" by UTHSC. If they can pay us for asbestos abatement (or if the Athletics Department renovates the stadium), we can dig into the walls and put in cable for wireless.

## Equipment Checkout Fines

- **Uppal**: Issues with students who have check out equipment from OIT and because of classes or work weren't able to return it on time, and have incurred late fees. **Reeves**: There is a lot of demand and a lot of abuse if you don't charge at least a small fee for late returns.
- **Uppal**: Could you increase the check-out period? **Hammond**: For laptops it's four hours. **Reeves**: Will look into it. Your Tech Fee money funds that; the longer it's checked out, the more chance that someone else is missing an opportunity.

## Classroom Technology

- **Rogers**: Regarding updating classrooms, none of his teachers take any advantage of projectors on multiple walls. In HSS at least, it's useless because of the way the chairs are set up. And they don't use SMART Boards and don't know how. Why do we have them if people don't know how to use them?
- **Dunne**: SMART Boards actually cost less than multiple pieces of equipment, but that's not the primary reason we selected them. We did that in hopes that you would encounter faculty members who do use it. It's an exercise in getting people to use the facilities that are available. The QEP may help with that. Why have multiple whiteboards and projectors? To allow for facilitated discussions, group work. It's easier to change facilities than to adapt faculty approaches. There are rooms that seat about 70 students; they have multiple boards. And document cameras replaced overhead projectors.
- **Reeves**: We offer workshops in a lot of different things. **Dunne**: Both TennTLC and OIT offer training. It's the usual gradual transition.
- **Dunne**: It seems to be discipline-specific. If you try to take the document camera away from a mathematician, there will be outrage. **Reeves**: We spend a good amount of time in the Classroom Committee about an appropriate table that's a good height and can be adjusted and is strong enough to hold a document camera… **Dunne**: Document cameras are the most robust piece of a/v equipment we have. They last forever.

- **Reeves**: We've added the Wolfvision Cynap to a few classrooms this year, which allows wireless projection by both instructor and students. **Dunne**: Working on getting that more widely adopted so instructors can carry tablets or even phones, rather than a laptop. Want faculty to adopt to allow student participation in class. Security was an issue, preventing unauthorized projections (e.g., from outside the classroom).

## Committee Meeting Dates (Hodges 605 except October)
- September 23, 2016
- October 21, 2016 – Hodges Library Conference Room 150
- November 18, 2016
- January 27, 2017
- February 24, 2017
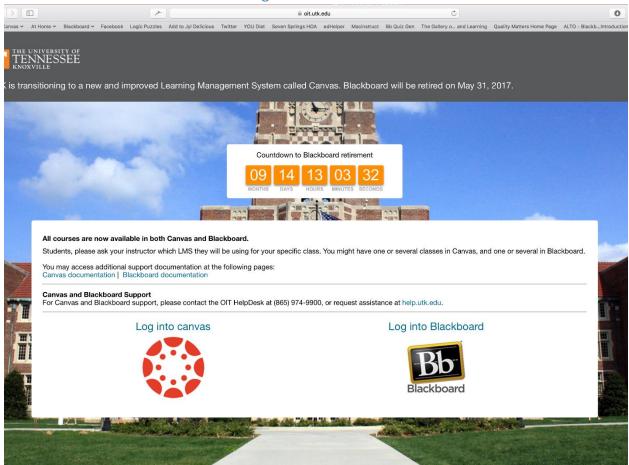- March 24, 2017
- April 28, 2017

## Wrap-up
- **Reeves**: Is what you're getting today working for you? For example, we started the option to text classroom wireless issues to the HelpDesk based on comments from this committee and the surveys. Not getting many texts, so assume things are working. **Mutchler**: Students report wireless issues, but there's no time to get a tech over there; it's better to come up with a workaround. You're not going to hear about everything every time. Another thing is, if it's everybody, it's a wireless issue; if it's just a few, it's probably individual computer issues.
- Please contact Reeves with any items for next meeting.

## Meeting Adjourned

# Canvas Update Images

## Blackboard-to-Canvas Countdown Page



## Canvas Data Fall 2016