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Purdue University Fort Wayne
Academic Computing and Information Technology Advisory Subcommittee (ACITAS)
February 3, 2023 Meeting Agenda and Minutes

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Present: Erika Mann (chair), Ryan McCombs, Gouping Wang, Dawn Moore, Scott Vitz, Katie Jia, Shannon Johnson, Heather Tierney, Sarah LeBlanc, Rama Cousik

Absent: John Buteyn, Jaiyanth Daniel

Meeting called to order at 11:31 a.m.

1. Agenda approved
2. Review FAC comments on Brightspace Data Access Guidelines
   a. In regard to adding bullet point to "Educational Purpose(s)": "Normal and ongoing formative feedback and summative evaluation of teaching by the supervisor or others"
      i. Need more clarity on who are "others"
      ii. In general need terms used to be less open-ended as we don't want to open door for a misuse of power (e.g. If this is "normal" evaluation, why are they needing access into a class?)
   b. In regard to question about if the LMS Faculty Advisory Committee could serve as the Appeals Committee until such time as the workload becomes too demanding
      i. We have concerns about this as LMS Faculty Advisory Committee is focused on function of Brightspace and whether or not proposed changes improve the platform, help serve PFW needs, etc., so make-up of committee is not intended for evaluation of teaching or discipline. Example, CELT (and support team) is highly involved in Advisory Committee and their role as advocate for faculty would be undermined if they were seen as evaluating or interfering with faculty.
3. To pair with existing Guidelines document, should we prepare guidelines of use of de-identified aggregate data (as was brought up by EPC)? When the initial prompt for this charge was raised, we didn't have such defined roles in Brightspace available to us, but now they can be set up to access this data on a more specified role. System-wide change management has also eliminated some of the need to decide what can and cannot be accessed while keeping things secured.
4. ITS updates
   a. PWL is continuing its effort to collaborate with PFW on software. Our ticketing system eventually will change so that all campuses will be on the same product.
   b. In regard to question of process for requesting administrative rights, if faculty or staff member has a business for administrative rights they should submit a ticket and that permission needs to be given by Mitch Davidson.
   c. Andrew Dzierla started as Help Desk manager.
5. Ed Tech updates
   a. System-wide classroom response review being developed for Poll Everywhere. They appreciate faculty input on that.

Next meeting: Friday, March 3, 2023, 11:30 a.m.

Purdue University Fort Wayne
Academic Computing and Information Technology Advisory Subcommittee (ACITAS)
November 4, 2022 Meeting Agenda and Minutes

Present: Erika Mann (chair), Gouping Wang, Dawn Moore, Scott Vitz, Heather Tierney, Katie Jia, Jaiyanth Daniel, Rama Cousik

Absent: John Buteyn, Ryan McCombs, Sarah LeBlanc, Shannon Johnson

Agenda

1. Review shared document of carrying out Senate charge for ACITAS
2. Update on Brightspace Data Access Guidelines
3. New business

Meeting called to order at 11:33 a.m.

1. Discussion of general ideas of how ACITAS needs to carry out our charge. Ideas include:
   a. Collaboration with Ed Tech team, including ACITAS developing policies that help Ed Tech make decisions/actions, such as Brightspace Data Access guidelines. ACITAS can focus on policy while Ed Tech is focused on functionality
   b. ACITAS can advocate for new/updated educational technology. Ed Tech representative can give an update on new tools in review or newly approved at each ACITAS meeting. ACITAS members can help promote new/updated technology in their college or department. We can invite faculty members who are using new technology to give updates.
   c. ACITAS can encourage faculty to use processes already in place with Ed Tech and LMS teams to request new technology and address educational technology issues. We also can encourage faculty to request to be part of review teams for new technology that they are interested in.

2. No new update for Brightspace Data Access Guidelines
3. No new business

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Purdue University Fort Wayne

Academic Computing and Information Technology Advisory Subcommittee (ACITAS)

September 2, 2022 Meeting Agenda and Minutes

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Agenda

1. Discuss comments given by Educational Policy Committee concerning the Brightspace Data Access Guidelines
2. New business

Meeting called to order at 11:30 a.m.

1. The feedback from EPC (below) on the Brightspace guidelines was discussed and the following responses were agreed upon for ACITAS:
   a. Question: Is it possible for "view only" access to be granted to Brightspace
      Response: View-only access is possible, but include access to everything, particularly not to what students submit. It is access to content in folders (not attachments to assignments). There is another read-only role that has more access. It is currently in review and is being tested now. This may be a more desirable role, depending on what materials the person requesting access needs to see.
   b. Question: Stipulating that there is no current policy, if that is the case
      Response: Confirmation that there is no current policy
   c. Question: Clarifying what problems this policy will resolve (e.g., accessing Brightspace for Program Review, individual course delivery issues, etc.)
      Response: Current no process for deciding whether access should be granted, currently Kathie is fulfilling that role (and is using these guidelines) but this allows for faculty input. Currently IT security, VCAA and HR offices get involved. Will formalize that process and make it easier
   d. Question: The current draft potentially creating a mediating role between the LMSACC, faculty and supervisors, when there may be no other committee on campus that serves as mediators between faculty and supervisors.
      Response: It does serve a mediating role, but it is necessary to allow for faculty shared governance and intellectual freedom – to provide an avenue for faculty to protest the access. Open to other solutions. How else can faculty have a voice and how else do we provide an avenue for supervisors to justly have access if faculty don't grant it.
2. New business
   a. For future consideration: Reviewing the ongoing relationship between ACITAS and CELT and how to prevent siloing, repeated work and how to best use the ongoing collaboration
      i. CELT sends out a generous amount of messaging but faculty may still not be aware of all CELT has to offer. Can ACITAS help faculty be more aware of these communications and resources?