

REVISED

Meeting Date: Wednesday, September 26, 2018; Brewster B-104

Person Presiding: Timm Hackett (chair)

Regular Members in Attendance: Barbara Kellam, Kathleen Sitzman, Heidi Bonner, Guiseppe Getto, Yolanda Holt, Dan Zuberbeir, Peng Xiao, Guyla Evans, Kathy Lohr (secy)

Ex-officio Members in Attendance: Diana Bond, Holly Wei, Wendy Creasey, Elizabeth Hodge

Guest: Tony Rowe, Director, Office of Export Controls and Customs

August meeting minutes were approved with a minor edit which has been corrected for the record.

New Business:

Item 1: Export Controls. Jeff Popke, Chair of Faculty, had ask for the committee to have Tony Rowe to a fall meeting to discuss plans for a new export tool with a follow-up informational report on the use of the new tool to the Faculty Senate no later than Friday prior to the December 11th meeting. Tony Rowe spoke on the need to control access to distance education courses by students from countries with comprehensive sanctions against them. There are currently four countries: Cuba, Iran, Syria, and North Korea. Face-to-face students are screened through VISAs so the concern is distance education. Cuba holds a general license from the treasury for undergraduate courses and Iran has some undergraduate courses licensed, no graduate courses are authorized. No students are accepted from Syria or North Korea. Tony is in the process of developing a tool (survey) to faculty and some staff that would inform faculty about sanctioned countries.

Wendy commented that we cannot guarantee that software will work in foreign countries which is an issue if students have already paid. Heidi mentioned that DE graduates are approved by their home state. Yolanda mentioned that there is no control over non-degree seeking students including those who are missing prerequisites to be admitted. Elizabeth suggested that decisions are made at a higher level than faculty, perhaps program chairs or admissions is a better place to start.

Holly asked how faculty will be informed? Tony asked for suggestions. Wendy suggested adding the information to the conflict of interest statement. Tony said temporarily raising awareness could be handled through a short Qualtrics but in time will be added to the new sponsored programs software.

Tony then mentioned a concern with faculty taking lectures overseas. As an example, Kathleen had a MOOC with students who were blocked from attending but still wanted content. Tony clarified that virtual lectures are the concern because face-to-face requires travel to be logged.

Yolanda questioned if traveling to a country beside one of the four sanctioned countries that students might come across the border, even if the faculty pays his or her own way. Tony said that travel is to be logged regardless of whether the university pays. If a lecture has open booking registration, it should be fine.

Tony thanked the committee for the feedback and felt it clarified who is in the best position to help. Timm asked Tony how Jeff Popke wants to hear from us and Tony said that he would work with Jeff.

Item 2: Acquisition PRR

Jeff Popke asked for formal report to Faculty Senate no later than January 29th.

Wendy gave background on cloud acquisition software as there are lots of questions both from faculty and those who represent rules from FERPA. Wendy stated that the Special Guidance on Online Instruction Tools (a link from the attachment included in the August packet to the committee) needs revision. Wendy will bring back a draft in October but in the meantime, every committee member is to review the links in the PRR packet. Timm will distribute this virtually so the links are easy to follow.

Heidi brought up an issue concerning the continuity of instruction document which used to be part of faculty manual but has been pulled out but was incomplete that was not in place prior to Florence. Regis is spearheading this group and Heidi will report on in October.

Wendy and Regis will be going to the Cornerstone meeting at 9:30, October 5th. Timm may be able to attend as well.

Wendy is directing the Academic Technology Advisory Group with one representative from each college. Cornell and other institutions have good templates. Timm will attend to represent the committee. The meeting will be held Monday, Oct. 1st from 3 – 4:30 in Austin 308.

Timm asked that we look at the peer review instrument goal. Wendy would like input on tool retention. Timm will send out an agenda prior to the October meeting.

Timm thanked Dan for his work on the committee as library representative and wished him luck in his new endeavor. Barbara Kellam will be taking Dan's place on the committee.

Peng said that with the change from Wednesday to Thursday of the Administrative Information Resources Coordinating Council, he can no longer attend on due to a teaching conflict. Kathy will check with Steve to ensure he can attend. According to the initial business listing for 2018-2019, two voting members must be appointed.

The meeting was adjourned at 4:30

Next meeting is scheduled for October 24th, 3:30 p.m. in Brewster B-104