

**UNIVERSITY SENATE**  
**ANNUAL COMMITTEE REPORT 2019-20**

**Committee Name:** Technological Resources

**Number of meetings held this year:** 2 in-person meetings + online collaboration via email, phone, and GoogleDocs.

**Committee Chair:** Kimberly Poolos

**Committee Members:**

Gerald Hough  
Nadia Rahin  
Xiufang Chen  
Mohammad Jalayer  
Amanda Almon  
Christine Davidian  
Lori Ann Getler,  
Arthur McKenzie  
Eileen Stutzbach  
Christopher Winkler  
Rachl King  
Yasmine Abed

**Purpose of/Charge to Committee:**

The Technological Resources Committee monitors technological resources to insure that the services and resources meet the needs of the campus community in research and academic pursuits. By soliciting and compiling input from the campus community, the committee attempts to insure that the faculty, staff and students are aware of the current services on campus that can and do support these efforts. Responses to a periodic faculty and staff survey will insure that a collaborative effort exists in developing recommendations to enhance the University vision in the areas defined by the committee charge.

**Summary of Activities this Year:**

The Technological Resources Committee met two times in person during the Fall 2019 semester. During the in-person committee meetings, previous reports were reviewed, and multiple issues and areas of concern were discussed. The Technological Resources Committee narrowed down our focus to three major areas of concern. The larger committee broke up into three subcommittees and worked virtually in the Spring 2020 semester. The three subcommittees comprised the three major areas of concern, which are listed below.

**THREE AREAS OF CONCERN**

1. Online Course Development
2. Online/virtual forms
3. Website Updates

**SUGGESTIONS & RECOMMENDATIONS**

**Suggestions:**

**A. Online Course Development**

- The University Senate should be involved with the transition of all online courses and materials to Canvas.
- Content should be managed by faculty and the faculty should be involved in the transition.

## **B. Online/Virtual Forms**

- Many important forms for students, faculty, and staff still require multiple, physical signatures. These forms are cumbersome and especially cause stress for students needing multiple signatures from people across campus. Additionally, physical forms may become lost or damaged.
- Some forms that were identified by the committee are: Change of Major Forms, Travel Forms, Registrar Forms (Late Add/Drop, Withdrawal, Late Withdrawal).

## **C. Website Updates**

- The committee identified a need for a formal process for updating website.
- This requires an identification of a “chain of command” and clear steps for who to contact and how to get permission to update website.
- Additionally, who to contact when incorrect information is found.

## **Recommendations:**

### **A. Online Course Development**

- The committee is concerned that there is not a lot of academic oversight into any of the decision making for online courses. The committee recommends that someone from Academic Affairs should be involved in the process/ for academic input.

### **B. Online/Virtual Forms**

- The need to develop accessible, virtual forms has been highlighted even more with the COVID-19 Pandemic forcing students, faculty, and staff to work from home.
- The committee recommends working with the Office of the Registrar to transition all registration-adjustment forms to virtual.

### **C. Website Updates**

- The committee recommends IRT identifies a clear “chain of command” for all University webpages so that information can be quickly updated.