University of West Georgia Senate

Teaching Learning and Assessment Committee (TLA)

Meeting Minutes

Approved 9/29/2023

9/01/2023 – 11:00 am

Members present – Jason Swift, Janet Gubbins, Meggie Miller, Mandi Campbell, Blake Adams, Gary Storie, Ana Zapata Calle, Patrick Clinton, Josh Sewell, Laura Phillips, Bryan Perry, Amy Yarbrough, Lantz Ferrell

Introductions

Importance of TLA – talk to your colleagues, students, - let Jason know if there is something that needs to be discussed that isn't on the agenda.

Brainstorm for the 2023-2024 school year.

1. Creating a survey to learn more about faculty usage of technology, etc. – Blake and Bryan have worked on this and will report back to the committee.
   a. Something to consider - What integrated tools are students and faculty using (or not using)?
2. Reduction of online offerings
3. Tracking unique logins – to collect data. How often are labs being used by students? Blake said ITS has reduced 150 computers because the spaces weren't being used by students. The most consistently used space is the library. The goal is to reduce the total number of computer spaces and align with spaces where they are most needed.
4. Secondary survey – would be for students –
   a. What types of devices are they bringing to class?
   b. How much knowledge do they have to be able to use them?
   c. What are their evolving needs?
5. Explore UWG Online needs for student-loaned computers. Since funding hasn't been approved the last two years, what other avenues are available? Corporate partnerships might be explored.
6. Proctoring of online exams (developing policy related to online exams with student privacy concerns). Legal is working on a policy (we don't have any formal guidance now). This will be moved to a hold position but not deleted from our actions.
7. CourseDen to be kept on radar but, at this time, there isn't a need for the committee to work on action items.

   a. The only thing that might be needed now - how are administrators looking at faculty's CourseDen to determine compliance/non compliance?
8. Artificial intelligence
   a. Before policy is developed, Ana expressed interest for faculty to learn more about AI.
   b. Jason and Mandi are part of group looking into those already using AI.
   c. Janet told us USG is offering four AI informative workshops
      i. https://docs.google.com/document/d/1AcPylknkoaGOP8QgVtI10QFjLo09O0zq7lWwf62HndI/edit?usp=sharing
   d. Janet also gave another website for AI education
      i. https://code.org/ai/pl/101
9. The move from Google to Microsoft – Blake said we are on the front end at this moment. From Blake:
   a. UWG is considering migrating our underlying communication tools (email, telephone, and video conferencing) to Microsoft. Based on the fit of that transition we could continue migrating to other Microsoft productivity tools including SharePoint and OneDrive as well as the Office365 Suite in lieu of Google Apps and Google Drive. All of this is in an exploratory phase right now. At this point we have ordered 50 licenses that will allow us to transition 50 users to act as a test case to gather feedback. I know part of that group will include executive leadership and another piece will be some IT staff. I don't have a complete list at this time

Meeting adjourned at 12:05 pm