CHSS Digital Education Council Meeting

**October 16, 2020**

**12pm-1pm**

**Attendees: Amanda Wolfe, Charity Butcher, Dawn Baunach, Laura Beth Daws, Laura Howard, LeeAnn Lands, Leslie Hankey, Renata Creekmur, Sara Evans, Uli Ingram, Stephen Bartlett, Sam Lee, Jazie Miller, Tamara Powell**

**Special Guest: Ashley Hoffman**

**Minutes by Jazie Allen-Miller**

# Special Guest eLearning Librarian Ashley Hoffman

**Ashley Hoffman** shared her guide for Resources for Online Faculty that the library system offers: [libguides.kennesaw.edu/onlinefaculty](https://libguides.kennesaw.edu/onlinefaculty)

 On the *Library Resources* page you’ll find various FAQs on how to find eBook databases. Should you want to embed an eBook into your d2l there is also an FAQ on how to do so.

There is also a section on various video databases. The most popular ones, Films on Demand, Kanopy and SuperSearch, have their own tab with an FAQ on how to embed them on D2L. Other miscellaneous databases can be found on the More tab as well. Kanopy has a lot of interesting films. It has a lot of foreign films as well. These films, however, are by request. You must fill out the Purchase Request Form if you are looking for a specific video. It can be found here: <https://library.kennesaw.edu/usefullinks/purchaserequestform.php>

Alexander Street Press has a lot of social science videos. They are currently waiting on USG’s approval of its LTI\* and soon you’ll be able to embed it directly into D2L.

*\*LTI stands for Learning Tools Interoperability. It’s an integration that allows various external programs and sites to work cohesively with D2L (or other education sites)*

 On the *Library Services* page a few things have changed. You can now request Online Librarians for your Undergraduate classes as well. This was already offered for Graduate programs, but that has not changed.

For the Undergraduate Online Librarian Program, a librarian will be in your course as a guest instructor for a week. They can do bunch of different things in your class such as discussion board activities, create a custom course guide, or embed some modules on things such as developing a research topic or evaluating sources. If given enough time ahead of time they can make more personalized modules for your course as well.

 On this page you will find the request form for both Undergrad and grad librarian programs as well as an FAQ on adding them as an instructor to your course.

 If you have any questions regarding librarian instruction and don’t know who to contact, you can find the list of Library Liaisons on the left side. “Undergraduate Faculty Liaison Program”

 The *Tools for D2L* page you’ll find a consolidated page of FAQs for EBSCO, LibApps / LibGuides LTI as well as the coming soon Niche Academy.

Niche Academy – Has a series of library tutorials on how to use library databases and on topics related to research and information literacy. The library is currently waiting on an LTI integration that can make videos mandatory or a graded assignment in your class.

# Open Access Week

**Tamara Powell** reminded everyone that Open Access week is next week. The link can be found here: [libguides.kennesaw.edu/openaccess/oaweek2020](https://libguides.kennesaw.edu/openaccess/oaweek2020). Also just a happy update that our office is clean. ☺

# Technology Updates

**Stephen Bartlett** spoke about the tech that we have available for faculty:

We do have the Huion writing tablets and though they are almost all spoken for, we are in the process of ordering more. There was some confusion where faculty thought if they were in a classroom they would need this tablet; this is not the case.

Most of the classrooms in the Social Sciences and English building have touch pad screens that are writing tablets themselves.

 We plan on doing a survey on the campus to see which rooms have this tech as well. But it’s definitely in Social Science’s classrooms.

A tutorial for the tablets will soon be uploaded onto the CHS website soon.

There’s also a form to see how many Heymics we need. Heymics are a Bluetooth lapel mic. It should really only be used with the iPad.

Classrooms in the Social Science building and English have webcams installed as well as analog lapel mics that are paired with the speakers in the classroom. These webcams have a pretty good built in microphone as well. Even in the big 120 seat classrooms students with masks on could be heard on the mic.

If you are using the iPad, however, their mic is pretty bad, and this is why you’ll need a heymic. The analog mic will cause wave cancelling and the sound will actually be worse and will not be picked up well on the iPad. So – If you’re livestreaming your class and using the iPad, please use the heymic. If you’re only going to use the webcam installed in the classroom and don’t need to amplify yourself in the class, it should be able to pick you up pretty well. If you’re just trying to amplify yourself in your classroom, please use the analog mic. That being said, the heymic will only pick up your voice so if a discussion is being had in the classroom you will have to repeat everything that’s being said for the recording or livestream you’re having. Please advise your faculty members to go in early if they can to test out these options to see what works best for them.

In Chat [Question: So faculty can still request both tablets and microphones? Answer: Yes]

In Chat [ Leslie Hankey – Marietta campus have mics already?] We haven’t had a chance to check all the technology in the classrooms on the Marietta campus. It seemed like most classrooms had cameras. A lot of Atrium classrooms had lecture capture capability.

We plan on doing a tech inventory of classrooms, so faculty will know which classrooms have what. We do advise faculty to go in and survey what their classroom will have ahead of time.

In Chat [Laura Howard - Q: To clarify, do most classrooms in the ENG building now have the tech to stream live classes?

Tammy- Laura, a lot do. I think most do. We checked them all before the semester.]

In Chat [Renata Creekmur - Can you see the students with the webcams or just the faculty? Tammy – You can see the prof and a lot of the board/screen. It you turn the camera around, you can show the students.]

In Chat [Amanda Wolfe - And the ipad is for recording/streaming the class for the students who can't attend because of pandemic?

Tammy- Yes.]

In Chat: [Laura Beth Daws - and I'm guessing not the "new" large classrooms either? Answer: That’s right. Please make sure if you have scheduled faculty in these alternate rooms to have them survey the room and test it out in advance. They were put together on short notice so each room is very varied.]

We’re going to request that there’s a stand put in these rooms. And really anyone using this room should have an iPad. Regardless if their class is on rotation or not, they should use the iPad on the stand and project that onto the screen. The boards provided are so far from the students there is no way students in the back will all be able to see the information written on there. I plan to put together a “best tips” sort of document for these rooms to help faculty plan the best formats for their PowerPoints, images and the like.

[Uli - Not sure if you will get to this later: how well does the streaming/recording work (using an ipad)? asking about a rotational course (for spring).]

Essentially you will be in Collaborate Ultra (or whichever web conferencing program you use) as two people. One will be signed in with the computer provided in the classroom and the other would be on the iPad. The iPad will basically be your camera and you would use the console to do the actual teaching. We did create a sheet on how to do this for Collaborate Ultra and we will try to do one for Teams as well. It’s not necessarily intuitive, but it is easy and once you do it once you’ll be able to do it again no problem. Again, we encourage faculty to come in early to test it out. We’re happy to join the test meeting as the ones they’re teaching to.

Tammy - [ode.hss.kennesaw.edu/newclassroomtech/story.html](http://ode.hss.kennesaw.edu/newclassroomtech/story.html)

# Be Aware of PackBack

**Tamara Powell** brought up PackBack. PackBack is a software that helps faculty facilitate discussions on D2L. Unlike some softwares it does actualy do what it says it’ll do. However, it does bring up some issues as it asks the students to front the cost.

**Dawn Baunach** stressed that requiring students to purchase something that will do what the faculty is supposed to be doing – their job – it will be a huge issue. You could easily get a hotline complaint with something like this. TL;DR – Friends don’t let friends get PackBack ☺

# Day One Access

There were a few questions about **Day One Access**, this is the link to some information about it:

[ksustore.kennesaw.edu/textbooks/day\_one\_access.php](https://ksustore.kennesaw.edu/textbooks/day_one_access.php)

How do students opt out?

An email is sent instructing them how to opt out and how much they will be charged if they stay opted in.

**Jazie Allen-Miller -** I just wanted to point out we (students) receive a couple emails actually. One close to the beginning of the semester, another on the first day and a last one before the deadline to opt out. And, although it does tell you, you can opt out it words it in a way that by doing so you have no other way to access these materials or participate in the class. At least personally, I was very confused…

This link to upcoming training was also shared:

[docs.google.com/forms/d/e/1FAIpQLSejj\_eQRUyUtvhEMx1Ky5GSMHwQ2Sr6Nc5SELbRuycAgklkQA/viewform?usp=sf\_link](https://docs.google.com/forms/d/e/1FAIpQLSejj_eQRUyUtvhEMx1Ky5GSMHwQ2Sr6Nc5SELbRuycAgklkQA/viewform?usp=sf_link)

Stephen and Tammy will be having a meeting to discuss new trainings as well so please keep checking that link for updates.

Thank you, everyone!

The meeting ended at 1:10pm