CHSS Digital Education Council Meeting

December 11, 2020

Scheduled time: 11am-12pm

Attendees: Bill Schneider, Sam Lee, Stephen Bartlett, Tammy Powell, Carlton Usher, Charity Butcher, Dawn Baunach, Jazie Miller, Laura Beth Daws, Laura Howard, Lauren Snider, LeeAnn Lands, Renata Creekmur

Minutes by Sam Lee

# New to KSU Training

 Tammy starts the meeting with announcements about the New to KSU training next Friday and recommends that today’s meeting participants let new faculty know about this training, which is mainly for incoming faculty who do not yet have access to D2L. If they can’t make it to that session, they can attend a session in the future. They can sign up [using this link](https://forms.gle/w25GcnHRGSmMUZxZA).

# Spreadsheet

 Stephen announces the completion of the spreadsheet made by the ODE that will show faculty the technology and social distancing guidelines in most of the rooms in which CHSS faculty will be teaching next semester.

 Stephen shares his screen, and it displays an Excel spreadsheet with links on it for each of the rooms. He opens up rooms as examples.

 Tammy sends a link in the chat for participants in today’s meeting to access the spreadsheet. Sara, Charity, and Dawn say in the chat that they do not have access to the PDFs using this link. Tammy sends a new link after seeing these chat messages, but then Laura Beth Daws says that she still cannot either. Tammy will be checking with Veronica to try and find a solution to this.

 We will be sending this spreadsheet out to the entire college, so Stephen recommends that today’s meeting participants promote the spreadsheet if they can, so that more faculty will know to be expecting it.

# Writing Pens

Chat – Uli: I have a question about the writing pens.

 According to Uli, with the pen connected to the computer, she was being prompted with a message saying that the pen was still installing into the computer, and it would not let her draw on the screen. She tried drawing on a PDF and a JPEG and in various programs used in GIS. Stephen says that the problem may be that she must allow access to the pen in the program in which she is trying to use it and recommends that she try to use the vSolutions program or on the Collaborate Ultra/Zoom whiteboards and see if it works there. If it doesn’t work in any of those programs, she should go to UITS for assistance.

# Wiping Computers

 Stephen says that UITS is wiping all of the computers in the classrooms over the break, so all faculty should check their rooms and make sure the technology/computers are working in January, not too long before their classes start.

# Lapel Mics

 Stephen says that lapel mics are in every classroom, recommended for faculty who feel that they may be difficult to hear when wearing a mask. Regardless, using the lapel mics is better for audio quality so your students can hear you more clearly.

# Zoom Add-On

 Dawn says that she would like for colleges to have access to an events add-on for Zoom that will allow more than 300 participants in a session, and Stephen says he will take that higher up to see what can be done.

# D2L/Zoom Integration Changes

 Stephen mentions that starting next semester, anyone who enters a Zoom meeting must have a Zoom account for authentication purposes. Any Zoom meetings hosted by the university will likely have to be hosted using D2L – a tutorial on D2L/Zoom integration can be found [here](https://chss.kennesaw.edu/ode/tutorials/Integrating%20Zoom%20into%20D2L.pdf).

Chat – Sara: Will faculty still be able to start the meeting directly from Zoom

Chat – Charity: How do we do broader Zoom meetings then? That aren’t for classes?

Chat – Dawn: @Charity I think we just use the KSU Zoom for those non-courses events.

Chat – Charity: With the changes, students will still be able to independently use Zoom, right (outside of classes)? From the university account? The University's KSU account?

 Stephen says that this should not be a problem after the changes that UITS is making, but that he will check with them to be certain.

 Tammy said that she was having issues accessing Zoom through D2L and was receiving messages that were saying that her account was invalid, and she says that this is because she had a Zoom account prior that was under her KSU email. The solution is to delete the Zoom account that you made under your KSU email, then send in a service request to UITS.

 Stephen ends the Zoom discussion by saying that if you are using Zoom to livestream in a classroom, you must make sure to download it onto the classroom computer.

Meeting ended at 11:35 AM.