ACC Meeting Minutes

Date: September 4, 2020
Place: Remote meeting via Zoom

Meeting opened at 10:00am

In Attendance

- Aprille Black (Bryan, Chair)
- Jin Su (Bryan)
- Damon Roberts (ex officio, UTLC)
- Joe Gamble (CVPA)
- Jianjun Wei (JSON)
- Michelle Folkman (HHS)

Discussions

Minutes from April meeting

Minutes from the April 23 meeting were not available as of the September 4 meeting. Aprille Black will check if the meeting was recorded and create minutes for review at the next ACC meeting in October.

Senate Committee Chair Report

Aprille Black presented highlights of the Senate Committee Chair Report submitted in April:

- Respondus Lockdown Browser has been funded for the entire university for one year.
- The Zoom pilot was prematurely ended when Zoom Enterprise licensing was acquired for the University in response to moving fully remote for COVID during Spring 2020. WebEx is no longer being funded and will most likely be phased out by December 2020.
- During Academic Year 20-21, the ACC will try to focus on Faculty Professional Development tracking for teaching online. UNCG Online and the UTLC have taken a major role in developing resources and tracking for online faculty development.

Establish meeting dates for coming year (AY 20-21)

Aprille Black reminded the committee that the ACC tries to meet 3 times per semester. With September 4 being the first meeting of Fall 2020, 2 additional meetings will be scheduled for October and November. Friday meetings were agreed to be ideal by all committee members. Black suggested October 2nd and October 9th for potential dates. Both dates were open for all present committee members, so October 9th was selected for the next meeting. November 13th was suggested and subsequently approved by the present committee members for the 3rd meeting. Spring meetings are generally scheduled in January, February, and April, skipping March due to spring break. Spring 21 meetings will be scheduled at a later meeting.
Elect a chair and Chair-elect

The committee did not have a quorum so no election could take place at this meeting. Aprille Black will email the committee to solicit candidates for chair in AY 20-21.

Hybrid classroom discussion

Aprille Black asked the committee if anyone was teaching in a hybrid environment. Jin Su is teaching one online and one face-to-face course, but her class sizes are so small she does not record lectures. Black is teaching two online classes and has been using Panopto for recording sessions. David Kirkland (ITS) created a handout on how to use Panopto and Zoom in the classroom environment. Black shared the handout with Bryan School faculty to help with using the new software and to reduce the workload sent to ITS from faculty attempting to learn virtual learning software.

Panopto

Aprille Black informed the committee on the benefits and risks of Panopto. Panopto allows for streaming but has a 45-90 second delay, so it's not a good choice for synchronous sessions in hybrid courses. When streaming in hybrid situations with students both remote and face-to-face, Zoom is still the best option because it has minimal delay which helps remote students engage in classroom discussions. Panopto is suggested for creating video recording sessions. UNCG Online created a handout comparing the features between Panopto and Zoom, which Black will share with the committee.

Zoom

Aprille Black asked if the committee had any issues with Zoom recently. Zoom regularly pushes software fixes, usually security updates. One known issue is cloud recordings taking longer than usual, although Black has not experienced this issue. A new feature allows Zoom recordings to convert to Panopto recordings, which could slow the recording process.

Michelle Folkman explained a recurring issue she sees is from users accessing Zoom with the wrong account. She reported having to address this issue multiple times daily. Both faculty and students often access Zoom meetings or recordings via personal accounts instead of UNCG accounts, which limits or prohibits access to features and recordings. Students especially seem to run into this issue after using their personal account over the summer and not logging into Zoom with their UNCG account. This prevents students from accessing recordings posted by their instructor.

Other Business

Aprille Black solicited for any other issues or topics to address. Michelle Folkman was asked to chair the committee but she declined due to her workload being too heavy already. With no further business, meeting was adjourned early. Damon Roberts will create meeting minutes from the Zoom recording.

Meeting adjourned at 10:22am