



UNIVERSITY OF NOTRE DAME

University Council for Academic Technologies

Date: January 30, 2024

Place: 138 Corbett Family Hall

Time: 10:00 - 11:15 am

Members: **Bold** = Present

John Behrens, A&L

Elena Mangione Lora, A&L

Victoria Goodrich, Engineering

Jing Wang, Engineering

Etinosa Osaro, GSU

Brian Mulholland, Science

Martina Bukač, Science

Sharif Nijim, MCoB

Mike Chapple, MCoB

Giuseppe Mazzone, Architecture

Joey Kostizke, SGA

Aaron Bales, Hesburgh Libraries

Julian Velasco, Law School

Ron Metoyer, Provost's Office

Paul Perrin, Keough

Ex-Officio Members:

Chuck Hurley, Registrar

**K. Matthew Dames, Hesburgh
Libraries**

Sonia Howell, ODL

Jane Livingston, Chair, CIO

Jarek Nabrzyski, CRC

Doug Thain, CRC

Dan Skendzel, OIT

Steve Varela, OIT

Margaret Meserve, Academic Space
Management

Meeting Minutes:

I. **Opening Remarks - 15 minutes** - Jane Livingston, Chair, CIO

Jane opened the meeting by welcoming UCAT members and provided [the following updates](#).

Endpoint Management Strategy

Jane defined “managed devices” as having some level of security standards enforced and OIT is able to centrally push updates to them, and “Secure Devices” as fully compliant with the security standard. OIT went through a pilot initiative to fully manage all OIT devices - it takes time, effort and the right IT systems. She briefly reviewed the model used for comprehensive asset lifecycle management and noted that OIT will create an Endpoint Mgmt program inclusive of this model, outlining effort, costs and timelines. This will go through the IT stewardship committee structure.

IT Stewardship Update

Jane noted that IT Stewardship committees have been formed for the areas of Student & Academic, Community Experience, Administrative, Information Governance and Security, Risk and Compliance. A Research committee is in development. Committees will begin prioritizing IT projects and assessing portfolio recommendations this Spring in preparation for IT Executive Cmte review and approval and BWG funding requests as necessary. Stewardship helps establish strategic direction, manage capacity, forecast funding requirements and provide transparency.

Google Storage & Retention Implementation

Jane stated that the first cleanup phase for inactive Box & Google accounts (owned by faculty or staff who have left the University one year ago or more) starts in mid March 2024 with inactive faculty accounts. Then inactive staff accounts in April, followed by students over the summer.

John Behrens asked how this might affect affiliate faculty and if there was a different process for them. Jane responded that as long as they have an active Net ID, it is the same process.

Jane also pointed out that new features have been enabled to identify accounts and files which will be labeled as “Pending Deletion” next to names of people who have separated from the university and/or files that are queued for deletion. For more information visit:

<https://oit.nd.edu/initiatives/smart-storage-program/account-lifecycle-and-storage/>

Mike Chapple asked if this functionality worked on Box and will it be persistent moving forward. Jane responded that the “Pending Deletion” notification does not apply to Box as it is a separate service. She also stated that while these tools will remain, it is still important that the end user be aware and diligent about their own file management:

- Use Advanced Search to find the owner rather than just who last modified it.
- Some individuals panic when they see [Pending Deletion] from the Shared Drive search result. It’s showing Last Modified, not the “owner” of the file.
- When files are in a Shared Drive, they are safe from deletion.

Sharif Nijm asked if Box for the MBNA program was going away. Jane responded that it was not, but that overall, use by new students was being de-emphasizing. Sharif noted that Box has desirable security controls that were not available in Google.

Generative AI: AI Forum, Communities of Practice, Taskforce Recommendations

Jane talked about the ND AI Forum. IT representatives from 40 universities met at Notre Dame in mid November to discuss their approaches to artificial intelligence. Key takeaways from the event:

- No one has all the answers – we are in this together
- Some Universities are more aggressive than others relative to developing AI Sandboxes
- Engagement with campus is critical
- Communities of practice can drive education and collaboration
- Now is a great time for innovation

GAIT (Generative AI Taskforce) has also met in November and December 2023 for half day sessions

- Discussion have been lively and emphasized leveraging ND’s mission as the leading global Catholic research university,
- Recommendation document being drafted which will go to university leadership.
- John B. also mentioned a need for more community outreach. ThinkND has programming, and later this Spring there will be more student participation through workshops/presentations led by undergraduates.
- Jane added that there are two, new communities of practices within OIT: one user-focused, and the other specifically for developers.
- Next task force meeting will be January 31. Taskforce planning publishing a report in April.
- There is currently a pilot of AI Companion for Zoom which aggregates meeting notes.
- Sonia Howell asked if Sara Bea was aware as they might be interested in this as an accessibility tool.

Jane also referred to two other AI Working Groups:

- ND Learning AI Working Group - led by Alex Ambrose, Roberto Casarez, and Steve Varela A Notre Dame Learning and OIT TLT community of practice to learn and develop the knowledge, skills, and dispositions to navigate and integrate AI into teaching and

assessment practices.

- AI for Automation - led by Brandon Rich in OIT. Cross functional team evaluating opportunities to leverage GAI to automate time-consuming or repetitive tasks and reduce administrative effort.

II. **Approve [UCAT Minutes - Oct 24, 2023](#) - Minutes approved.**

III. **Subcommittee on Academic Software** - 20 minutes

- [Academic Software Standard](#)
- Innovation Hub current pilots and faculty innovation grants

Dan Skendzel provided the following overview. The Subcommittee on Academic Software, composed of representatives from colleges, schools and some administrative units has drafted a software standard to help manage academic software.

The goal is to establish a process for understanding software needs and usage and take advantage of existing software titles when possible. The standard categorizes the software usage type (academic enterprise, academic departmental, pilot through innovation hub, one-off/unique) to better recommend the source for licensing, support and funding.

A primary challenge of this work has been in identifying what software faculty want to use, by whom and the overall level of usage. This is a challenge for all software usage at Notre Dam, not just academic software. The OIT is working to implement a software asset management module in ServiceNow to track titles being purchased. Additionally, OIT is partnering with Procurement to establish processes that ensure consultation via the Innovation Hub prior to software purchases to ensure we are aggregating spend, limiting the proliferation of titles that achieve similar outcomes and streamlining the procurement process. The subcommittee is evaluating software spend at the college and school level to get a better understanding of overall academic software usage and will be seeking Provost Office support to properly allocate effort toward this overall process.

Roberto Cásarez noted that UCAT reviewed the Academic Software Standard last year and revisions were made based on that feedback. With no new additional feedback provided at this meeting, the Software Subcommittee will consider Software Standard approved and continue their work using it as a guide.

An outcome of the work of the subcommittee has been the Innovation Hub run by TLT to consult with faculty on their teaching and research needs and when applicable partner on pilot usage of software to evaluate effectiveness prior to longer-term purchase. This effort has been funded in equal proportions by one-time grants from the OIT, NDL and Hesburgh Libraries.

Steve Varela shared an update on Academic Innovation Hub. Several faculty were selected to transform their course material to create engaging learning experiences for students using only freely accessible, openly licensed learning materials, and/or creating professional development materials licensed through Creative Commons. The faculty selected included 3 members of UCAT:

- Brian Mulholland, Mathematics: Replaced the textbook used in Business Calculus with an OER one at no cost to his students. He also piloted a homework platform (Edfinity) to provide students additional homework support.
- Elena Mangione-Lora, Romance Languages: Transforming Spanish 101 and 201 courses with a reimagined course design in Canvas, and a more holistic approach to language instruction to include broader connections to cultural contexts and situations.

- Jing Wang, Aerospace and Mechanical Engineering: Creating self-paced instructional videos of CAM process for use in Design Tools II to replace the student purchase of these ancillary materials.

There are also several academic software pilots that have been launched.

Steve V. mentioned that this semester in particular the Innovation Hub will launch new pilots focused on Assessments and Academic Integrity, given the evolving use of AI in teaching and learning. Pilots include [Digixam](#), which is an Assessment platform that includes the whole exam lifecycle. It provides exams with security, academic integrity checks, and AI monitoring. Another pilot is with [Respondus Lockdown Browser](#). This is a custom browser that locks down the testing environment within a learning management system, and prevents opening up additional browsers, taking screenshots during online exams.

Neither pilot will utilize any video recording/monitoring components of the software due to concerns with privacy.

IV. **Spotlight Topic** - Effective Learning Spaces for Students - 30 minutes

- Guests
 - Brian Burchett: [Registrar Classroom Technology Evaluation and Design](#)

Brian Burchett shared information regarding the Classroom Technology Refresh Project currently in planning phase. Brian re-affirmed the vision for the ND learning ecosystem, as drafted in April 2020 by the Teaching and Learning IT Governance Committee (since transformed by the IT stewardship efforts) as to:

- Offer a resilient and inclusive learning ecosystem that is effective, flexible and accessible to all;
- Create the most effective and inclusive learning experience possible, for all students;
- Support the most effective and efficient teaching experience possible, for all instructors;
- Reduce the cost of learning materials for students and the University;
- Inspire academic innovation through expertise, experimentation, and applied research.

Brian noted that this classroom technology refresh project aims to take a fresh look at how technology is being used by faculty and what their future needs are. Faculty and students will be engaged to ensure their feedback is taken into account. A faculty survey will be going out this Spring asking questions such as:

- How does our current design foster our vision for inclusive, effective, and flexible learning experiences?
- In what ways does our current design hinder inclusive, effective, and flexible learning experiences?
- What learning activities do our classrooms need to support more effectively?

The high level timeline is as follows:

- October 2023 / March 2024 – Needs Assessment
 - January 2024 / September 2024 – Planning & Prototyping
 - October 2024 / April 2025 – Purchasing & Staging
 - May 2025 / June 2026 – Installation
- Roberto Cásarez: [Campus Computer Classroom, Lab and VDI Overview](#)

Roberto Cásarez shared information about the current effort looking at the adoption of Virtual Desktop Infrastructure (VDI) to transform the traditional teaching and learning experience. This project is aimed at developing a comprehensive VDI use strategy for computer labs and classrooms,

focusing on optimizing the utilization of lab spaces and physical computers while meeting the evolving needs of students and faculty.

The project has four components:

1. Needs Assessment: Conduct an in-depth analysis to understand the specific requirements and expectations of students and faculty regarding the use of lab spaces and physical lab/classroom computers in the teaching and learning process.
2. Infrastructure Evaluation: Evaluate the current state of lab and classroom infrastructure, including physical computers, network capabilities, and software applications, to identify areas for improvement.
3. VDI Implementation Plan Outline: Develop a tailored VDI implementation plan that aligns with the identified needs and infrastructure evaluation results. This plan should encompass hardware and software requirements, budget considerations, and a timeline for execution.
4. User Experience Enhancement: Focus on enhancing the user experience for both students and faculty by ensuring access to resources, applications, and data through the VDI environment.

- **Lightning Round Updates** - 5-10 minutes

LMS Subcommittee - Brian Mulholland

Brian reported out that TLT would be recognizing [“Canvas Legends”](#)--faculty who were nominated by their students for exceptional use of Canvas for teaching and learning at a Lunch & Learn (Feb. 22nd).

Steve V. add that recipients would receive a gift certificate to Legends restaurant on campus, a [digital badge](#), and an email sent to their department chairs reaffirming their wonderful work teaching with technology.

Brian also briefly discussed a change to Canvas subaccounts where instructors can add course shells to start working on courses and project sites. Faculty will not be able to add to students to any courses in order to prevent them from using incorrect course shells, as well as adding non-registered students to courses without the permission of the Registrar.

Notre Dame Learning Update – Ron Metoyer & Sonia Howell

Ron reported that a new internal NDL-AI working group has been formed to be more intentional in creating resources for teaching and learning. A video series is in production covering a variety of topics to increase faculty awareness and promote best practices.

Ron also reported that the Foundational Course Transformation Academy (FCTA) was launched with Physics faculty being part of the first cohort in this initiative. Faculty will be reimagining/transforming their courses with support from NDL pedagogists, learning designers, media specialists, a learning analytics team and more.

Student Updates - Etinosa Osaro & Joey Kostizke –Joey K reported that there were no current updates.