UNIVERSITY OF REGINA
INSTRUCTIONAL TECHNOLOGY ADVISORY GROUP
MINUTES OF THE MEETING OF
March 18, 2016, 1:00 p.m., LY 610

PRESENT: S. Cheng (Chair), G. Bawden, T. Cunningham, A. Exner (via Zoom), W. Garreck, L. Sywanyk, D. Stilling (alternate for M. Mehrandezh), S. Kuntz (Recorder)

REGRETS/ABSENT: A. Buehler, S. Davies, M. Mehrandezh, G. van der Ven, C. Butz, C. Melhoff

The meeting was called to order at 1:06 p.m.

1. Approval of the Agenda
   MOTION: W. Garreck / L. Sywanyk - That the Agenda be approved as circulated. All in favour. CARRIED

2. Approval of the Minutes of the Meeting of October 6, 2015
   • C. Melhoff is the representative for the Faculty of Arts since R. Kleer is currently on sabbatical. This has been noted in the minutes.
   MOTION: A. Exner / G. Bawden - That the Minutes be approved as circulated. All in favour. CARRIED

3. Business Arising from the Minutes
   None.

4. Items for Discussion
   4.1 Guest Speakers
   • MOTION: G. Bawden / T. Cunningham- Either a Faculty or a Staff member can be invited to come as a guest speaker to ITAG to speak regarding Instructional Technologies. CARRIED.

   4.2 Campus-wide Instructional Technology Surveys
   • T. Cunningham and G. Bawden met to address concerns regarding the survey from the feedback that they have already received. The survey committee has signed off on the employee survey and they are fine with the timing of it. The student survey had to be moved to April 30 to prevent survey fatigue. It was suggested to run it for multiple semesters to gain more input.
   • Announcement with the link to the employee survey will be sent out on 28 March to deans and directors list. Survey will be available for two weeks. Two follow up reminder emails will be sent. Cards and posters will be printed up to promote the survey.
   • T. Cunningham, A. Exner, G. Bawden will meet next week to make final revisions to the survey based on the suggestions provided at today’s meeting.

   4.3 UR Courses
   • T. Cunningham provided an update that he is working towards a UR Courses upgrade for Spring/Summer. There are a few new features. Currently there is a consideration for a phase 2 upgrade in the Fall that is dependent on how well the Spring/Summer upgrade goes.
   • It was previously raised at a joint ITAG and TLAG meeting to archive courses so that they will be made available once the course has completed.
   • It was decided that there will be a motion presented at the next joint ITAG/TLAG meeting deciding whether we will archive UR Courses and how long to keep them.
4.4 Echo 360 and Kaltura CE Systems
   - T. Cunningham provided some background information regarding these two platforms.
   - The Instructional Survey will be most helpful to help determine the demand for them.

5. Other Business
   None.

6. Next Meeting:
   The next meeting will be a joint meeting with TLAG on May 13, 2016, at 10:00 a.m.

7. Adjournment
   MOTION: D. Stilling – That the meeting adjourn at 2:29 p.m. CARRIED.

[Signature]
Stephen Cheng
Chair