

## Stetson University 2019-20 Academic Technology Committee (ATC) Annual Report

### Submitted May 18, 2020

Members:

Matt Roberts (College of Arts & Sciences), Chair  
Shahram Amiri (School of Business Administration)  
Jose Bernier (ex officio)  
Jennifer Corbin (Library)  
Hala ElAarag (College of Arts & Sciences)  
Ashley Krenelka Chase (College of Law)  
Lisa Sawtell (ex officio)  
Peter Smucker (School of Music)

### Overview

During the 2019-20 academic year, the ATC had two primary goals, to develop a university software inventory survey and to develop recommendations for online learning policies.

### Software Inventory Survey

[Survey Results](#) (link to document)

The University currently licenses software at the cost of more than \$1.5M annually. Over the academic year, the Academic Technology Committee worked to understand how departments, programs, and academic units use and pay for software. During the fall semester, the committee reviewed existing software inventories and decided to create a comprehensive survey to obtain a thorough understanding of the University software use and budget. During the spring semester, the survey was sent to all department chairs, directors of academic and non-instructional units, and administrative staff. Due to the COVID-19 pandemic, the results of the survey were delayed until the end (04.30.20) of the spring semester. The committee met in early May to review and discuss the results, and it was decided that the survey was successful in revealing unclaimed or orphaned software. However, it was decided that more investigation is needed to be done next academic year.

The survey's initial results reveal a total of \$482,213.26 in unclaimed or orphaned software. A portion of this unclaimed software is from departments who did not respond to the survey, and the committee suggests further follow up with these departments next year. For example, we received no responses from the College of Law or Department of Athletics, which accounts for \$109,296 of the \$482,213.26 in unclaimed software. In the review of our survey compared to a list of annual software licenses, provided by the

offices of Information Technology, we compiled this following of unclaimed or orphaned software:

**Department of Athletics**

Agile Sports Technologie \$5,200.00  
Athlaction Holdings, LLC \$24,440.00  
Box Out Designs LLC \$2,400.00  
Learfield Communication Inc \$10,900.00  
PhotoShelter Inc \$5,500.00  
RealRecruit LLC \$3,000.00  
Total= \$51440

**CAS- Environmental Science**

ESRI, Inc. \$1,400.00  
Total = \$1,400.00

**CAS-Math and Computer Science**

Waterloo Maple Inc \$995.00  
Total= \$995

**CAS-Chemistry**

Gaussian (Price unknown)

**College of Law**

Examsoft \$22,500.00  
Freedom Scientific \$535.00  
Genetec Security Center \$1,716.00  
HP IMC \$564.00  
LPCARD-INT IN MYACCLAIM J0062533 \$1,500.00  
ofcourse Scheduling \$10,000.00  
ShareGate \$3,995.00  
Simplicity Corporation \$8,481.00  
Thycotic Softwrae \$2,583.00  
WordRake \$169.15  
EMS Software \$2,997.45  
ProCertas \$1,200.00  
Veeam \$1,616.00  
Total = \$57856.6

**Office of Development**

Hopsie Inc \$255.00  
Wilson-Bennett Technology Inc \$6,250.00  
Total = \$6505

**Office of Admissions**

Coalition Application Inc. \$3,500.00  
Discourse Analytics Inc \$5,000.00  
HubSpot, Inc. \$33,600.00  
Longmire and Company, Inc. \$2,975.00  
LSAC \$3,500.00  
Parchment Inc \$6,572.10  
SimpsonScarborough \$44,000.00

Technolutions Inc \$75,000.00  
The Advisory Board Company \$46,900.00  
Total= \$221047.10

**Office of Student Financial Planning**

CampusLogic Inc \$44,300.00  
Total= \$44,300.00

**Facilities Management**

EnergyCAP Inc \$2,593.00  
Total = \$2,593.00

**Office of Finance**

1099 Pro Inc. \$428  
Arctic International LLC \$5,275.00  
Public Financial Management \$35,000.00  
Total = \$40,703

**Office of Marketing**

Concept3D, Inc \$4,790.00  
Total = \$4,790.00

**Public Safety**

Competitive Edge Software, LLC \$4,080.00  
Security Information Systems Inc \$1,795.00  
Total= \$5875

**Department of Residential Living and Learning**

Symlicity \$11,529.06  
Total = \$11,529.06

**School of Business Administration**

Chico Research \$8,000.00  
Watermark (Digital Measures) \$6,859.00  
Total=\$14859

**Unclaimed or orphaned software total = \$482,213.26**

The committee recommends that next year each of the listed departments is contacted to gather more information about these unclaimed software licenses. The committee also suggests that the ATC investigate the potential to eliminate the use of similar software to reallocate funding to other needed software licenses. For example, it has been recommended by members of the committee that SPSS and SAS are similar programs, and by using one, we could reallocate \$20,000-\$30,000 in annual cost. These two programs are used by SoBA, Math & CS, Psychology, Sociology, and this will require more conversation and coordination in the next year to resolve this.

The survey also revealed a strong need for an enterprise license of the Adobe Creative Suite. The most commonly used software, by all reporting departments, are Adobe products. Thirty-five departments report using Adobe products, and seven more indicate

a need for Adobe products. We suggest that using current funds being spent on individual licenses for Adobe products and funds from unclaimed or orphaned software be reallocated into acquiring an Adobe enterprise license for the University.

The committee would like to emphasize that reallocation of funds to other software or technology for academic purposes is our goal for this survey. We recommend that any funds of redundant or unused software be reallocated to purchase software or other technologies that better serve our academic needs.

### **Online Course and Teaching Policies**

During the spring semester, the committee worked on developing a set of recommended policies for online classes. The committee made significant progress on these policies but agree that these policies need further development in the next academic year. We have agreed upon policies that are listed in this document. However, these policies are considered in progress and are recommendations for undergraduate classes only. The committee believes we need more time to complete a robust list of recommended policies. We found that we will need to develop separate policies for graduate courses and that the College of Law has accreditation requirements and other topics that require further development. We also found that we will need further development on intellectual property and ADA compliance policies. Given the time spent on our software inventory survey, emergency closure of campus during the fall hurricane season, and the COVID-19 pandemic, we were unable to cover these complex policies sufficiently. We recommend that next year the committee continues to develop policies for online classes for both undergraduate and graduate classes. We also recommend that experts in intellectual property and ADA compliance be invited as guests to next year's meetings or included as committee members. The ATC has developed the following recommendations for undergraduate classes (these policies are considered in progress and for non-emergency online teaching):

#### **Policies for Instructors:**

- Faculty should be allowed to teach one online undergraduate course a semester.
- To maintain consistency, all online classes must use Blackboard. However, other LMS platforms may be used for convincing pedagogical reasons.
- Training through OOLET is required.
- All online courses will maintain the same caps as face-to-face classes.

#### **Policies for class approval:**

- Any existing course that has been approved for face-to-face teaching can be converted to an online class and does not need to be approved by curriculum committees.
- Any future courses approved by curriculum committees can be taught as face-to-face, hybrid, or online.

### **Observation and evaluation:**

- Chairs must have access to an instructor's LMS (Blackboard) class, and all online materials used in the class. This same access may also be given to other faculty members, designated by the chair, for teaching observation.

### **Policies for students:**

- Undergraduate should be allowed to take one online course a semester.
- Undergraduate must complete 16 credits at Stetson prior to the start of an online course.
- Undergraduate must have a GPA of 2.0 or greater.
- Undergraduates may have no more than 24 credits counted towards their degree.

### **RECOMMENDATIONS**

Based on the ATC's work during the 2019-20 year, the following are recommendations for the ATC in the coming academic year(s):

- Follow up with nonreporting departments of the software survey
- Continue to identify unclaimed or orphaned software
- Make recommendations on how to reallocate funds from unclaimed or orphaned software
- Continue to develop online policies document
- Develop policies for both undergraduate and graduate classes
- Develop intellectual property policies for online classes
- Develop ADA compliance policies for online classes
- Invite guests to aid in developing online policies (IP, ADA)
- Distinguish policy difference for emergency online teaching and standard online teaching

Respectfully submitted,

Matt Roberts, Chair