A. Call to order – Peter Bridson
B. Accessibility Updates
C. BlueJeans Renewal Pending
D. Product Reviews
   A. GAFE → Google Suite
   B. Virtual Classroom
   C. Online Testing Tool (Proctoring)
E. eCourseware Updates
   ○ Banner & D2L Integration
F. Next Meeting Date – 1st Wednesday of December

ATTENDEES

- Peter Bridson, Chair
- Melissa Janoske
- Roy Bowery
- Eddie Jacobs
- Michelle Baldwin (Joined via Bluejeans)
- Mark Hendricks
- Jimmie Schlinsog
- Tiffany Johnson
- Shundra White, Facilitator

ITS STAFF

- Derek Hardaway, CTL Representative
- Scott Vann, CTL Representative
- Aaron Smith, CTL Representative
MEETING NOTES

A. CALL TO ORDER – PETER BRIDSON
   a. A motion was carried to notify committee members when meeting minutes have been posted online so that they may view and approve them prior to the following meeting.

B. ACCESSIBILITY UPDATES - SHUNDRA WHITE
   a. Due to the upcoming separation from TBR, the University will no longer pursue the statewide negotiations for accessibility solutions.
   b. The University will create an RFP and begin reviewing available accessibility solutions, both supplied in-house and by vendors, in order to maintain compliance.
   c. There could be a delay in obtaining services as new contracts are negotiated or services are built.

C. BLUEJEANS RENEWAL PENDING
   a. FY17 cost was $64,350.
   b. FY17 agreement came with 2 free months, 150 named hosts and waived overages.
   c. FY18 cost will be $70,200 for 12 months, 150 named hosts and overages will not be waived.
   d. ITS will monitor users and ensure that there are no overages during this contract term.
   e. Committee has approved FY18 renewal of BlueJeans.
   f. ITS requested approval to complete a product review for tele/video conference solutions.

D. PRODUCT REVIEWS - CTL IS REVIEWING OPTIONS AND WILL PRESENT FINDING TO TLAC COMMITTEE FOR A FINAL DECISION IN DECEMBER.
   a. GAFE ➔ GOOGLE SUITE – AARON SMITH
      i. 15-member subcommittee
      ii. Testing will be complete on 11/18 with findings to be presented at next TLAC meeting.
      iii. Google’s documentation claims that they are committed to incorporating accessibility in their products.
b. **VIRTUAL CLASSROOM – SCOTT VANN**

   i. 9-member subcommittee
   
   ii. Allows for 250 sessions per month, which is believed to be plenty for our needs.
   
   iii. Moving from Java, a very sparsely supported technology, to HTML5, a very commonly supported technology.
   
   iv. Compatible with browsers that support HTML5 (e.g. Chrome or Firefox).

c. **ONLINE TESTING TOOL (PROCTORING) – DEREK HARDAWAY**

   i. 6-member subcommittee
   
   ii. All solutions require a webcam and microphone
   
   iii. ProctorU is $25 per student per session
   
   iv. Proctorio is $15 per student for unlimited sessions
   
   v. Proctorio received the most positive feedback
   
   vi. The question of the any proctoring services usefulness in judicial appeals was raised, and it was requested that the subject be investigated.

E. **eCOURSEWARE UPDATES – SHUNDRA WHITE**

   a. **BANNER & D2L INTEGRATION**

      i. Realtime integration between Banner and eCourseware is currently deployed on Banner TEST and eCourseware TEST.

      ii. It is currently undergoing testing.

      iii. There is no go-live date at this time.

      iv. More information will be given once testing is complete.

F. **NEW BUSINESS – SHUNDRA WHITE**

   a. S. White is in the process of investigating course combines and will present findings to TLAC at a later date.
b. S. White will present the provost with TLAC’s recommendations.

G. NEXT MEETING DATE – 1ST WEDNESDAY OF DECEMBER

a. 3:15 Meeting Adjourned