

A to Academic Resources and Computing Committee Annual Report 2021-2022

Chair: Lixuan Zhang

**1. Accomplishments of the committee and objectives yet to be addressed. Please comment specifically on all assigned charges as well as any additional work done by the committee.**

**Charge 1:** Allocate ARCC resources, including Dee Family Technology Grant funds, using consistent, objective, fair and reasonable criteria.

Grant	Year/Semester	Total Budgeted \$\$	Number of Accepted Proposals	Total \$\$ Awarded	Total Residual Money
ARCC	2021 - Fall	\$38,612	9	\$32,324.07	\$6,287.93
ARCC	2022 – Spring	\$122,576.93	12	\$62,671.69	\$59,905.24
Dee	2021 – Fall	\$27,155	3	\$14,845.4	\$0
Dee	2022- Spring		4	\$12,209.60	

*Excel formulas were incorporated in the evaluation sheets for the committee members to ensure data integrity and consistency.*

**Charge 2:** Review funding criteria and procedures for ARCC and Dee Family Technology for possible revision or clarification.

*Proposal forms are revised to have more explicit and more specific instruction and better flow. A major change is that an IT signature is required for all proposals to ensure that the technology requested is compatible with WSU IT infrastructure and meets security requirements. Due to the lack of resources in Dee grants, the committee decided that preference will be given to requests not exceeding \$5,000. Diversity criteria are added in both application forms.*

**Charge 4:** Maintain close communication with WSU Online, Student Affairs Technology, the IT Governance Council, and other IT, computing, and digital-related entities on campus.

*ARCC members have participated in these ongoing committees:*

- *CTC member committee*
- *CTC board committee*
- *Academic Portfolio Committee*
- *UITC committee*
- *IT advisory board committee*

*In addition, six members from the ARCC committee volunteered to serve on the RFP committee for the course evaluation software to replace the one in ChiTester. The*

*committee also helped IT to find volunteers to test the podcasting service. Matthew Donahue and Lixuan Zhang tested the faculty dashboard tutorial course.*

*Shelly Belflower (IT), Oliver Snow (WSU online), and Nick Lambert (IT) attended committee meetings. Shelly provided feedback on making the application process smoother with the added IT signature, and the committee would implement those changes. In addition, Oliver Snow shared the external tool vetting rubric for third-party integration tools that are integrated with Canvas.*

**Charge 5:** Create a structure that allows ongoing collaboration between ARCC and the IT Governance Council.

*Lixuan Zhang attended the IT Governance Council meetings.*

**Charge 6:** Ensure that the language of generated policies is inclusive. This includes tracking demographic data for grant applications. Discuss revising the rubric to foster more equitable and inclusive classrooms.

*The committee collected demographic information on grant recipients and compared them to the overall faculty profile (Thanks to Affirmative Action/Equal Opportunity Office). Diversity criteria is added in both proposal forms and rubric.*

	WSU	Fall 2021 recipients	Spring 2022 recipients
% of male	55.5% (tenure track only); 52.2% (including instructors)	78.6%	50%
% of Caucasian	86.4% (tenure track only); 87.5% (including instructors)	78.6%	84.4%

*Age information was collected for Fall 2021. The committee found that grant recipients (median = 43.5) are relatively young since many grant applicants are assistant professors. For fall 2021, data were only collected on recipients but not applicants. In spring 2022, all proposals were funded. In the future, if not all the proposals are not funded, the committee will collect data on applicants and recipients.*

**Charge 7:** Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. As issues are identified,

consult with EDI committee for guidance

*The committee invited Dr. Kathleen Cadman and Dr. Azenett Garza to provide feedback on diversity and inclusivity issues in the ARCC documents. Dr. Cadman also spoke to the committee on 11/21/2021. The committee reviewed the documents and made the language more inclusive.*

The charge that is not addressed sufficiently is:

**Charge 3:** Assess faculty and possibly student computer needs, solicit faculty input and lobby for faculty computer-related interests.

- a. Update college/departmental WSU software usage & needs document and disseminate this information to chairs and deans.
- b. Coordinate with student senate and Student Affairs Technology to assess student IT-related needs and promote knowledge of software access.

## **2. Number of committee meetings held since August 2021**

The ARCC held four meetings on the following dates:

September 24, 2021  
November 12, 2021  
January 20, 2022  
April 15, 2022

## **3. Attendance of committee members**

See attached spreadsheet

## **4. Names of exceptionally outstanding members who provided significant service**

- Matthew Donahue served on the RFP committee for the new course evaluation software in both semesters. He also volunteered to test the faculty dashboard tutorial.
- Dan Hubler served on Academic Portfolio committees in both semesters and RFP committee for the new evaluation software.
- Shawn Broderick served in the CTC member committee in both semesters.
- Linda DuHdway served in the CTC board committee in both semesters.
- Stephen Wolochowicz volunteered to revise the proposal forms.

## **5. Subcommittee or special assignments**

- Adminda O'Hare, Daniel Clack, Jamie Weeks and Johnathan West served on the RFP committee for the new course evaluation software in Spring 2022.

- Lixuan Zhang served on the IT advisory council and UITC committee in both semesters.

## 6. Charges from this year that should carry forward to next year.

### Charges:

1. Allocate ARCC resources, including Dee Family Technology Grant funds, using consistent, objective, fair and reasonable criteria. (*Ongoing*)
2. Review funding criteria and procedures for ARCC and Dee Family Technology for possible revision or clarification. (*Ongoing*)
3. Assess faculty and possibly student computer needs, solicit faculty input and lobby for faculty computer-related interests.
  - a. Update college/departmental WSU software usage & needs document and disseminate this information to chairs and deans.
  - b. Coordinate with student senate and Student Affairs Technology to assess student IT-related needs and promote knowledge of software access. (*Ongoing*)
4. Maintain close communication with WSU Online, Student Affairs Technology, the IT Governance Council, and other IT, computing, and digital-related entities on campus in order to:
  - a. Examine product implementation in computer labs and assess faculty input to determine if some products could be used on a campus-wide basis.
  - b. Review (with computing support) and assess faculty concerns regarding standards and policies for hardware and software purchases.
  - c. Provide the faculty point of view in regard to the review, discuss and communication campus wide, of the security policies, procedures, and practices to protect student, faculty, and staff data.
  - d. Provide faculty input regarding new software implementation for research purpose and third party software integration into Canvas. (*Ongoing*)
5. Create a structure that allows ongoing collaboration between ARCC and the IT Governance Council. (*Ongoing*)
6. Ensure that the language of generated policies is inclusive. This includes tracking demographic data for grant applications. Discuss revising the rubric to foster more equitable and inclusive classrooms. (*Ongoing*)
7. Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. As issues are identified, consult with EDI committee for guidance. (*Ongoing*)

## **7. Recommendations for new charges.**

- A follow-up report is required for Dee grants recipients, but the requirement is not enforced. Based on the recommendation from the Provost, the committee will enforce the follow-up report requirement for Dee recipients and provide a template for the report.

## **8. Suggestions for new directions the committee may pursue and ways in which the committee can increase its effectiveness.**

- We discussed with IT, and it seems that creating online application forms will be difficult due to the lack of resources. Therefore, we recommend that the documents be created in a fillable Adobe Format and may implement Adobe Sign.
- May require the follow-up report for ARCC recipients as well.
- Will make it mandatory to send the proposals to IT three weeks before the due dates. Implement changes that IT recommended to make the application process more smooth.
- Since the committee serves as a liaison between faculty and IT entities on campus, members of this committee had to participate in five regular sub-committees and one ad-hoc committee this academic year. In addition, the committee was asked to test the faculty dashboard tutorial course. There are 12 members in this committee, and eight served in a subcommittee. Among them, Dan Hubler and I served in two sub-committees. Matt Donahue served on the RFP committee and then volunteered to test the faculty dashboard course. I do not think the members expected that. I am very grateful for their contribution, but please consider adding more members to the committee and inform them that by serving on this committee, it is very likely that they will have to serve in another subcommittee.

Meeting Minutes: attached