Academic Technology Meeting Minutes

November 15, 2013

The meeting was called to order. Minutes from the October meeting were approved. The main topic of this meeting was to discuss the committee charge from Dr. Stewart to come up with an academic technology plan for the college.

In preparing this plan, we will need to take a good look at what we currently have in the area of academic technology and research what other colleges have as well so we have an idea of our strengths and weaknesses. The committee felt that we should start with academic technology only at this point.

Everyone agreed that the first step is to assess faculty to find out what they would consider the goals for a college-wide academic technology plan. The committee felt that the best way to facilitate this would be through a series of focus groups where we would invite faculty to discuss their ideas regarding academic technology goals for Edison. We could follow the same process as the Professional Development Committee is using for their training focus groups. The committee came up with some questions to ask during these sessions to use as a starting point for discussions. The initial set of questions is listed below:

1. How can we improve the logistics of using technology in the classroom? In other words, how can we design rooms with technology in mind so that the technology works most effectively?
2. How do you use the technology that is presently in the classrooms?
3. How can we keep up with changing technology?
4. How can we improve the communication between faculty and IT in meeting students’ technology needs?
5. What works for you and what doesn’t work?
6. What technology would you like to have that we don’t have?
7. What training would you like to see offered in the area of technology?
8. How can we leverage technology more effectively to improve face to face courses?
9. Does you faculty office workstation meet your needs? How can it be improved?
10. Do you have the software and hardware that you need?
11. Do you think we have enough computer labs to meet all faculty needs? If not, what can be done to help solve this problem?
12. Enterprise software?

Bill Van Glabek suggested that we use the new faculty seminar time slot to discuss academic technology with the new faculty. This would give us a chance to meet with a large group to get input.

Ellie is going to get with Melissa and Thomas to see how they have set up their focus groups. She will then work with Katherine and the PD committee to get a series of groups set up for January. The goal is to have all of this completed by the end of January. We will need different committee members to lead some of these groups. Jason suggested that we have an IT person at each focus group session.

The questions will be posted on Canvas so the committee can review and tweak before January. As the dates and times are set up, they will be posted on Canvas so committee members can sign up for the group or groups they can facilitate.