Academic Technology Committee Meeting Minutes

October 18, 2013

The meeting was called to order and Dr. Stewart was introduced to the committee. The minutes from the September meeting were approved. The purpose of this meeting was to give Dr. Stewart the opportunity to answer questions presented by the committee and to guide the committee in coming up with its goals for this academic year.

The first question related to standardizing classroom technology across all sites. Dr. Stewart stated that we need to find out what we want in the classrooms regarding technology. All of the classrooms have a computer workstation and a projector. People who use technology need to be assigned rooms that have the technology that they need. People who do not use technology need to be assigned classrooms that do not have technology in them. This is not being done at present time, but the new classroom software will help.

The next question related to utilization of labs and scheduling. The college has purchased a new system for scheduling and resource management. This will allow classroom assignments to be based on the needs of the instructor and will help mitigate the problem of certain people “owning” certain rooms. This will be implemented in the fall and will help us to use the spaces more efficiently. Faculty need to identify their needs and then the system can make sure that the faculty member is assigned to a class that is set up to meet his or her needs. This should become a systematic process.

The issue of improving the technology for video conferencing was addressed as well. Dr. Stewart stated that IT is in the process of repurposing the video equipment and by the end of this year, a new plan will be in place. Some of the current rooms will be repurposed and three new video rooms will be added. We have added four times more bandwidth which has helped. By January 1, we will add ten times more and will be able to run more processes at the same time.

IT is not in charge of training. This is now under Mary Myers. Her department is working with the Professional Development Committee to set up a series of workshops related to technology. They have a webpage listing all of the upcoming sessions with an easy sign up link (Edison.edu/training/calendar).

The last question related to the decision making process regarding technology at the college. Dr. Stewart stated that in the past, this has been a vice president’s job. However, he feels strongly that faculty needs to be more involved. There is no master plan for academic technology and Dr. Stewart has asked this committee to begin working on such a plan. We need to figure out what we want, what resources we need, and how will it fit into the budget cycle.

Other issues were discussed as follows:

* The idea of creating a database that lists all of the software that the college has licensed was discussed. It would be nice to know what types of software is available for creating materials (Camtasia) or tests (Respondus). Mary suggested we might be able to set up virtual computers with these programs installed so they can be shared more easily.
* It was suggested that IT come up with a monthly newsletter “From the Desk of” that lists the new initiatives and plans.
* George asked about the itunes account the college had. Mary thinks it is still available and will check it out.

After Dr. Stewart left, the committee briefly discussed how to proceed with the master plan. We will need to create sub-committees to work on different areas. At our next meeting, we will create the sub-committees and let people sign up for whatever interests them. We need to think about the overall process and set up some guidelines and goals.