Academic Technology Meeting

September 20, 2013

Minutes

Present: Mary Myers, Ellie Bunting, Rona Axelrod, George Manacheril, Jamie Marecz, Tatiana Arzivan, Bill Van Glabek, Deb Johnson, Andy Blitz, Frank Dowd, Arenthia Herren, Marty Robinson, Doris Batcher, Sara Dustin, Vera Vega, Vince Butler, Cheban Acharya, Daniel McDevit, Dean Phetterplace.

The meeting was called to order and the members of the committee introduced themselves. The minutes from the April 2013 meeting were approved. The committee reviewed the committee charge which was sent from the VPAA’s office. Everyone was in agreement regarding the responsibilities and prevue of this committee.

Dean reported that the new help desk and student technology center is open now and students should be receiving any help they need. If a student reports a problem with the assistant center, the professor should contact the Assistance Supervisor. Students don’t always communicate their concerns clearly.

The new website has links for departmental information but faculty will not have their own link on that page for posting class information. Mary Myers suggested that we look into adopting the system Edison Online is using which allows faculty to have an information page showing their bio, the classes they teach and have taught, and all contact information. Faculty members who do not want to use the portal to post class handouts, etc, can request a Canvas shell where they can post all of their information. Their classes can also be cross-listed through Canvas which eliminates having to post everything five times (if teaching multiple sections of the same course).

Dean explained that faculty and student email accounts expire after 45 days of inactivity. Changing passwords every so many days is required by the state.

We have been discussing the Smart Board training issue for the past year. Last year, Dean presented a proposal from a professional who would provide a certain number of hours of training for $700. The Professional Development Committee has already approved the training but we had no funds. Vera Vega agreed to hold some training sessions as she has had quite a bit of experience with the Smart Boards. Mary Myers said that Melissa is planning some training in the TLC. Melissa will work with Vera and others to get these set up.

Dean stated that regular maintenance is scheduled in all of the classrooms in order to avoid problems. However, if faculty experience a problem they should contact Dean via email so he can make sure that his team looks into it. Rona reported that the Smart Boards in U-106 are still not working properly.

Arenthia reported that the computers are being pulled out of the room in Hendry Glades that she uses for her library classes. The only other computer lab is being used almost solely by English.

Dr. Stewart will be a guest at our next meeting. We need to come up with some goals that we would like to accomplish this year. Ellie will open a discussion link on Canvas so committee members can post their thoughts about what the committee should focus on this year. We can then bring these ideas forward to Dr. Stewart for his comments at our next meeting.

The meeting was adjourned.