**Academic Technology Committee Meeting—February 2014**

The meeting was called to order at 2:05. The minutes of the January meeting were approved.

The purpose of this meeting was to discuss the results of the faculty focus groups which were held in January and February.

Each of the issues was address separately and updates were given by Jason and Dean.

1. **Use of technology in the classroom.**

**Results of the survey:** Most people use technology in the classroom to some extent. They use Power Point to deliver course content. Many use the Smart Boards. Almost all use the Internet. Some use DVDs; math people use graphing calculators, and nursing faculty use simulation software.

**Needs:** People requested that Smart Boards not replace white boards. More space is needed for writing on the board the old fashioned way.

**Status:** New Smart Boards work by touch and up to six people can write on them at one time. The Epson Interactive Projector can replace the Smart Boards.

1. **Design and delivery of technology in the classroom.**

**Results of the survey:** Faculty asked to be consulted before classrooms are designed. Placement of Smart Boards, white boards, projectors and podiums are often not conducive to effective teaching. Lighting in many rooms is an issue when using technology.

**Needs:** Broken blinds need to be fixed so glare is not a problem. Some rooms have lights that do not totally go off. New screens are needed in some rooms. Speakers should be built into the ceilings so sound quality is good. Rooms should be set up in a standardized manner. A website should be available so faculty can check what technology is in each room. Technology guides should be provided for each classroom. Extender cables are easy to install and would make using the computers easier for faculty. Faculty should be notified if technology is changing. Faculty want more administrative rights. Wireless is too slow.

**Status:** A software repository is being purchased so updating of faculty computers will be improved. More bandwidth is coming which will help with Internet speed. New phones are coming with voice over IP.

1. **What works and what doesn’t?**

**Results of the survey:** Faculty were frustrated over lack of administrative rights. Many faculty and students use Apple products and need support. Video conferencing equipment does not work well and is in short supply making meetings difficult.

**Needs:** More administrative rights or a better way to update programs. Train a team of techs to help support those with Apple products. Improve and increase video conferencing equipment.

**Status:** A new deal has been reached with Polycom to replace present video conferencing systems.

1. **What technology would you like to have that we don’t have?**

**Results of the survey**: Most faculty wanted more frequent updates on their computers. All wanted webcams.

**Needs:** Update computers on a more frequent basis. Give faculty a choice in the computer they would like (Apple, PC, Desktop, Laptop). Create a designated space in the cloud to store materials.

**Status:** Faculty are on a 7 year refresh cycle. This should be reduced to 5 years. There are 6,000 computers on campus and IT is trying to keep everything running.

1. **Keeping up with changing technology.**

**Results of survey:** Each department and division has its on IT needs. When new technology is being considered campus wide, faculty need to be consulted and need to have a voice in what is purchased.

**Needs:** Funding is needed so faculty can attend technology conferences in their discipline to share with their departments. Each school should have an IT specialist assigned to the school to work with faculty on new technologies specific to that discipline. We need to create a two year technology plan for the college. We need to create an inventory of existing issues and develop a plan to correct them. We need more workshops on emerging technology.

**Status:** The Academic Technology Committee is creating an academic technology plan that will address many of these issues.

1. **Communication with IT**

**Results of survey:** Most issues have been addressed in other areas. However, one recommendation was that when labs are being updated or discontinued the Academic Technology Committee should be informed so faculty can have a voice in the decision.

**Needs:** We need a way to prioritize the purchase of technology and a process for choosing and purchasing this technology. This needs to involve faculty.

**Status:** Hopefully, the Academic Technology Plan can also address this issue

1. **Computer Labs**

**Results of survey:** This was the most important issue for faculty. We do not have enough labs for the number of classes who need labs as part of their curriculum. There is no equitable system for reserving the labs. Some of the labs are not up to date and refreshing.

**Needs:** We need to figure out how many labs we have now and how many more labs we need. Then we need to decide the most effective and efficient platform to use. This needs to be a priority in the budget for the next few years.

**Status:** This will also be a major component of the Academic Technology Plan

1. **Enterprise Software**

**Results of survey:** Faculty would like Adobe Professional, Movie Maker, Camtasia, Ofice 2013 and Windows 8

**Status:** There are no present plans to move to Office 2013 or Windows 8 on a college wide basis.

**The next step in the process is to begin building a plan using the information discussed at this meeting.**

**Meeting adjourned.**