Academic Technology Committee

Minutes
Academic Technology Committee Meeting
September 21, 2012 at 1:00 p.m. in Lee/U-202B Collier/G-109 Charlotte/E105

	Present	Absent	Excused		Present	Absent	Excused
Administration				**Staff**			
Jason Dudley			X	Robert (Dobin) Anderson			X
Mary Myers			X	Dean Phetterplace	X		
Vacancy				Melissa Rizzuto	X		
Faculty				**Adjunct Faculty**			
Tatiana Arzivian	X						
Rona Axelrod	X						
Andy Blitz			X				
Ellie Bunting	X						
Frank Dowd			X				
Arenthia Herren			X	**Guests**			
Deborah Johnson	X						
George Manacheril	X						
Jaime Marecz	X						
William VanGlabek	X						
Myra Walters			X				

I. The committee held its first meeting of the 2012-2013 academic year.
   a. The committee is scheduled to meet on the third Friday of each month starting at 1PM.
   b. Members serving 3rd year: Robert Anderson, Tatiana Arzivian, Rona Axelrod, Ellie Bunting, George Manacheril, and Jaime Marecz,
   c. Members serving 2nd year: Mary Myers and Myra Walters
   d. Members serving 1st year: Andy Blitz, Frank Dowd, Jason Dudley, Arenthia Herren, Deb Johnson, Dean Phetterplace, Melissa Rizzuto, and William VanGlabek
   e. Current committee membership includes 2 administrators. Recommendations for other administrators are being sought.

II. Selection of new committee chair
   a. Suggestions for a new chair were requested.
   b. Rona Axelrod was the only name brought forward.
   c. Rona was elected by unanimous vote. The following committee members were present for the vote: Tatiana Arzivian, Rona Axelrod, Deb Johnson, Jaime Marecz, George Manacheril, Dean Phetterplace, Melissa Rizzuto, and William VanGlabek.
   d. **UPDATE:** Due to Rona's responsibilities as chair of eLearning, she has decided to step down as chair of this committee. In the interim, Rona will continue to serve as chair until a new chair is elected.

III. Discussion of Committee Charge
   a. Rona will add new members of the committee to the Canvas course.
   b. Rona requested that committee members review the charge and add their comments to the discussion board in the Canvas course.

IV. Discussion of eLearning Committee
   a. Suggestion was made to fold eLearning Committee into Academic Technology Committee, no vote was taken.
   b. Recommendation was made to set aside time to discuss eLearning issues during future Academic Technology Committee meetings.

V. Proctored Exams
   a. The eLearning Committee agreed that the academic departments should make recommendations to Edison Online regarding proctored exams in the discipline.
   b. ProctorU was discussed as an alternative proctoring method
   c. It was discussed that it's difficult to institute proctored exams when students live or travel outside of the 5 county region served by Edison State College. Instructors discussed that they direct their students to submit the Proctoring Exam Form to receive approval for an alternative testing location.

VI. Dean Phetterplace provided an update from Technology Services (IT)
   a. IT is working to migrate the faculty to Microsoft Outlook
      i. Training was recommended
      ii. Logistics should be worked out between IT, Edison Online, and the TLC to provide training
   b. Training was recommended for the SmartBoard technologies
      i. IT can bring in certified trainers
      ii. Train-the-trainer sessions was recommended
   c. A new phone system will be installed using VOIP technologies, similar system already installed on Hendry-Glades campus
   d. Desktop virtualization
      i. Pilot program on Lee campus (library)
      ii. Will be utilized in the academic areas and general labs
   e. Kiosk printing (WEPA=Wireless Everywhere Print Anywhere)
      i. Students may use credit cards or Connect Card
      ii. Students may upload documents to WEPA website and then print from any WEPA kiosk
      iii. WEPA kiosks are equipped with USB ports
      iv. Single Sided: $.10/page for B&W $.35/page for Color
      v. Duplex: $.20/page for B&W, $.70/page for Color (Dean mentioned there would be a 10% discount for duplex printing)

VII. The meeting adjourned at 1:50 p.m. The next meeting is scheduled for October 19, 2012, at 1:00 pm.