**Minutes**

**Academic Technology Meeting**

**March 16, 2018**

The meeting was called to order and the minutes from the February meeting were approved.

**New Business**

**Canvas Requirements for Faculty**-Roz Jester reported that the college is moving towards a Canvas requirement for all faculty. By Fall 2018, all faculty will be required to publish Canvas courses that include their syllabus as a minimum requirement. This is for all courses they teach. Training will be provided for those who need help with Canvas. Adjuncts will be required to use the grade book function in Canvas as well. By Fall 2019, all faculty will be using the Canvas gradebook.

**Online Certification-**Rebecca Yost reported on the new certification process for online teaching. There will be less cohorts since many faculty already know how to use Canvas.

**Online Adjunct Faculty Classroom Observation –**The online adjunct faculty observation process was discussed. This will be implemented in 2018-2019 as part of the adjunct mini-portfolio process. The process calls for the adjunct faculty member to provide a live “virtual” tour of the online course to the mentor. This will give the opportunity to show examples of specific features in the course. The mentor will then complete the observation form which is under construction. The TLC will provide the adjunct with training in how to use virtual meeting tools need to accommodate the observation.

**Old Business**

**Course Development Process-**The course development documents that the committee approved have gone to faculty senate where they were approved. These documents will now go to the Provost’s office.

**Online Coordinator—**Although the online coordinator positions have been approved by the committee and the senate, some questions remain before the positions can be advertised and filled. We still don’t know how much, if any, money has been budgeted for the positions. Therefore, we do not know how many positions will be approved. Since the online coordinators will be working some time during the summer, the union needs to prepare an MOU on how this will be accomplished without violating the contract which clearly states that faculty cannot be required to accept summer contracts. We probably need to look at the present language for the DE coordinator as well and come up with acceptable language.

**BYOD updates-**Jason Dudley stated that we can move forward with the BYOD pilot for fall. He will work with faculty involved in this project to make sure the rooms have adequate hardware to support the initiative.

**Nominations for chair 2018-2020**: Ellie Bunting gave an update on the history of the ATC chair. Rona Axelrod was elected chair in 2012. She was supposed to serve until 2014, but she became chair of eLearning so Bunting took over in 2013. Bunting was re-elected 2014-2016 and again from 2016-2018. Therefore, her term officially expires in April and a new chair would be elected to serve 2018-2020. Volunteers were encouraged to apply.

**Review and Update of FSW Academic Technology Plan-** The technology plan written in 2015 needs to be updated and revised. This was tabled until the April Meeting.