

Academic Technology Committee (ATC)

Meeting Minutes

Date:	Mar 7, 2025
Time:	2:00 - 3:30pm
Location:	Zoom PMI 585.737.9694

Members	Present	Absent	Excused
James Chan (Chair)	x		
Alisa Callahan (SoBT)	x		
Regina Miller (SoE)	x		
Leslie Bartley (SoAHSS)			x
Alessandro Cesarano (SoAHSS)		x	
Sara Dustin (SoAHSS)	x		
Jill Hummel (SoAHSS)	x		
Kaitlyn Muchnok (SoAHSS)		x	
April Ring (SoAHSS)	x		
Cheban Acharya (SoPAS)	x		
Luminita Coman (SoPAS)	x		
Iryna Labachova (SoPAS)	x		
Doug Magomo (SoPAS)		x	
Ivan Melendez (SoPAS)	x		
Serhiy Pasishnyk (SoPAS)	x		
Emily Porter (SoPAS)		x	
Peggy Romeo (SoPAS)	x		
Jessica Slisher (SoPAS)	x		
Dmitry Yusin (SoPAS)	x		
Jaime Zlatkin (SoPAS)	x		
Jane Charles (Librarian)	x		
Victoria SanFilippo (Librarian)	x		
Jason Dudley (Admin)		x	
April Fleming(Admin)	x		
Roz Jester (Admin)	x		
Heather Olson (Admin)	x		
Laura Osgood (Admin)	x		
Anna Haney-Withrow	x		
Laura Shaw	x		

1. Call to Order
2. Minutes Adoption
 - a. Approval of 2/7/2024 Minutes
 - b. Alisa Callahan - Motion to approve
 - c. April Ring - 2nd the motion
 - i. Minutes were unanimously approved
3. Agenda Adoption
 - a. Approval of 3/7/2025 Agenda
 - b. Jamie Zlatin - Motion to approve
 - c. 2nd April Ring - 2nd the motion
 - i. Agenda was unanimously approved
4. HLC Open Forum Preparation (Roz)
 - a. [Core Message](#)
 - i. Examples of how we use technology in our teaching and learning
 1. PD - CTLE, IIET, CoBP, Canvas Toolkits/courses
 2. IT support and infrastructure
 3. Growth - Survey/Feedback
 - ii. HLC Visitation Preparation
 1. Open Forum for each Criterion
 2. Faculty presence especially important for teaching/learning sessions (Criterion 3 & 4)
 3. Team will verify evidence of stated practices
 4. Detailed agenda will be provided one week before visit
 5. Faculty may need to arrange alternative assignments if attending forums during class time
 6. Use the STAR method to answer the questions
 - a. Situation, Task (challenge/goal), Action, Result
 7. Possible questions for thought
 - a. Please share some examples of shared governance at work.
 - b. How are faculty assigned to committees?
 - c. Do your committees have annual plans and objectives? To whom do you submit your budget requests?

- d. What excites you? About the future of the college, what worries you about the future of the college?
- e. How is innovation encouraged?

5. Tech Champs (April)

- a. [FSWOnline's Spring Webinar Watch Party Series: Episode 3](#) - April 7th @ 1:30
 - i. Designing for a Sense of Belonging
- b. Symposium coming this Summer

6. New Business

- a. [FLVC 4-Week Series Online Teaching and Learning Excellence](#) March 31 - April 24 (Roz)
 - i. Track 1 April 3 - April 24, 2025
 - 1. Panels
 - 2. Lightning Rounds
 - ii. Track 2 - APPQMR Workshops
- b. FSW Online CoP - March 26th 10am (Heather)
- c. [Online Student Advisory Board OSAB](#) (Heather)
- d. Course Developments Request for Spring 2026 due April 1, 2025 (Laura)
 - i. New course development request must come from the dean, program director or department chair
- e. [FSW Course Delivery Methods Infographic](#) - Emily Booth
 - i. Course Delivery Methods
 - ii. Navigating Canvas

7. Do outs

Who	What	When	Why

8. Adjourn

- a. Jessica Slisher - Motion to adjourn
- b. Alisa Callahan - 2nd the motion

Recorded by James Chan