

# Academic Technology Committee

## Meeting Minutes 9/16/11

### Attendance

Name	Present	Absent without contribution /prior notification	Absent with contribution /prior notification
Andrae Jones		technical issue	
Bob Beeson	x		
Connie Allen			x
Eleanor Bunting		x	
George Manacheril		technical issue	
Jamie Marecz	x		
Mark Trask	proxy: Jason Dudley		
Martin Dubetz	x		
Mary Myers		student issue	
Robert Anderson	x		
Rona Axelrod	x		
Scott VanSelow	x		
Tatiana Arzivian	x		
William Dwyer	x		

### Minutes

As the first meeting of the academic year after a long recess, the Purpose and Goals of the committee were reviewed and discussed.

The committee looked over the [minutes](#) of the prior meeting 4/15. A revision was made to indicate that the eLearning Committee is now composed of administrators as well. Other than that, Rona confirmed the relationship of the committee as described in the minutes. In consideration of the purpose and goals of the committee, the item in the minutes related to elevating the level of proficiency of students was clarified to reflect that it will be a desirable indirect consequence of the committee's work, not a primary focus.

Scott VanSelow provided an update of the Citrix project that had been suggested last year and has subsequently been implemented as a pilot in two computer programming courses. He reported that it is working nicely and it could be expanded to include a drafting course.

Also in followup to a topic from last year, Tk20 was discussed. No one knew the status of using it college-wide. William Dwyer reported that the School of Ed has adopted it and that Martin Tawil researched its use and said he'd be happy to talk to the committee about it. Scott will be meeting with Dr. Erin Harrel to get more information.

Committee members had been tasked by an earlier email to bring at least one suggestion to the meeting regarding an action step that could be taken in pursuit of the committee's stated goals, reflected below:

### **Steps Toward Goals**

- To provide the best and most cost efficient technology for the classroom.
  - Expand use of Citrix
  
- To develop and maintain technology skills for faculty and staff by providing adequate training and support. This will be a coordinated effort among Technology Services, Edison Online, and the Teaching and Learning Center (TLC).
  - All faculty and staff complete Digital Literacy Certification or similar
  - Provide training for Windows 7 and Office 2010
  - Market redeveloped and pared down LMS training
  - Use LMS to provide training for admin, faculty and staff that can be completed at their convenience
  
- To increase integration of technology in the teaching and learning process.

- Anonymous survey to determine current level of technology usage and topics teachers want to learn.
- To provide a process for identifying and evaluating emerging technologies that could benefit the college.
  - Online portfolio students/faculty
  - Invite vendors for product demos
- To study, review, and recommend policies and procedures relating to instructional technology.
  - Get all campus computers on Windows 7 and Office 2010
  - Establish a policy requiring existing faculty to get LMS training (pending final selection of new LMS)
- To work in cooperation with Technology Services to ensure that adopted technology is both scalable and affordable.
  - Investigate Citrix licensing issues
- To form ad-hoc committees when needed to provide detailed information to the standing committee.

### **Action Steps for Committee**

Research the current computer refresh program. Investigate if this money could be used for the Citrix project.

Get preliminary information about potential licensing issues related to software used with Citrix project.

Get an update on the status of the faculty transition to Outlook.

Get an update on Tk20.

Create a web page that describes and markets the LMS and required training. (pending final selection of new LMS)

Develop a survey to gauge current level of technology usage by faculty and interest areas.

Schedule vendors or power users to demonstrate technology products in TLC or during events like Professional Development Days.

### **Policy Recommendations / Action Steps Pending Review / Approval of VPAA**

Encourage faculty to complete Microsoft Digital Literacy curriculum and associated certification exam as part of required professional development for portfolio. Fund a reward for the department that reports the highest percentage of faculty that pass the exam.

Standardize on Windows 7 and Office 2010 on all campus computers by start of spring

Offer Windows 7 orientation sessions in the TLC

Offer Office 2010 orientation sessions in the TLC

Assign a person / fund a position with the following duties:

- create "TLC Online" offering professional development sessions through the learning management system for faculty, staff, and administration to complete on their own time
- online offerings will have instructional materials such as videos and readings, an assessment to demonstrate understanding and record completion, and a method to print a completion certificate
- work with the Faculty Coordinator of Professional Development to convert live TLC sessions into an online format when appropriate
- work with the Professional Development Committee and Academic Technology Committee to develop original trainings for TLC Online
- encourage and track completion of online trainings
- evaluate and enhance the quality of trainings