

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.

I located \$1000.00 for the department with the most faculty with the required associated certification exam. I would like your committee to develop guidelines or qualifications for this (i.e. only full-time – I would suggest including adjuncts; how will you determine who had the most- you will need to make it equitable so that all departments have a fair shot; what is the end date) An additional incentive may be to remind those units with technology in their unit plans. This would be a great way to have them help meet their unit goals and win money for the department.

Standardize on Windows 7 and Office 2010 on all campus computers by start of spring
This request will need to be vetted through Steve Nice and his team. Maybe you could ask for a formal implementation plan to present at the next meeting.

Offer Windows 7 orientation sessions in the TLC

Please coordinate these efforts through Judy VanGalen. I am sure she would be happy to add these sessions to the agenda of offerings.

Offer Office 2010 orientation sessions in the TLC

Please coordinate these efforts through Judy VanGalen. I am sure she would be happy to add these sessions to the agenda of offerings.

Assign a person / fund a position with the following duties: This would need to be part of next annual budget process. However, I would encourage this group to be innovative in seeking grants/business partners to assist with the funding of this position. You may also want to work directly with e-Learning (I'm sure you do already). There may be funds available there already???

- 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

In addition, you may want to contact Dr. Rath, Chair of the Dean's Council to offer a short presentation to the Dean's. You may find some other areas that have already included technology components in their unit goals. I know it would help the School of Education. Just a thought!