

Technology Committee Minutes
November 5, 2007
9:00 a.m.

Members Present: Creighton Alexander, T&L; Sharon Brooks, LTHD; Elizabeth Downs, LTHD; Elizabeth Edwards, CFR; Kent Rittschof, CFR, TC Chair; Beverly Strauser, T&L; Ex-Officio Members: Donna Colson

(1) The committee revised and accepted the minutes from the October 17, 2007 meeting.

(2) Prior to this meeting, Dean Chance had spoken with Kent Rittschof about looking into whether Video Conferencing is needed by faculty in the College of Education. Apple and Microsoft representatives have a planned meeting on campus, and if Video Conferencing is of interest for faculty the Tech Committee would have the opportunity to discuss issues related to Video Conferencing with these representatives. The Technology Committee discussed the following pros, cons, and questions regarding Video Conferencing:

- Video Conferencing would be useful to observe students in the field.
- One would be able to use the technology in a distance learning type format.
- This technology would provide a means for classmates to evaluate one another.
- This technology could be used in on-line courses.
- This technology would be appropriate for practicum students.
- School systems have confidentiality laws that prohibit their students from being video taped.
- Does Wimba, which will be available in January, have this capability?

After a lengthy discussion, the Technology Committee made the decision to discuss this with COE department chairs and program coordinators to determine if there is a need or interest for Video Conferencing within each program area.

(3) Beth Downs asked if the programs Wiki and Blogs need an on-campus server. Beth stated that this is a need for Instructional Technology faculty, and she wondered if the university would buy the server. Instructional Technology faculty wants a university domain now because Wiki is being used at conferences. Beth further explained that the faculty does not want Wiki to go through WebCT so that it could be used apart from WebCT.

The Technology Committee discussed Beth's question, and it was decided that Kent would ask Robbie Ambler about this.

(4) Kent Rittschof shared with the Technology Committee that he had attended the Admin Team meeting on October 18th to discuss the need of creating procedures for spending End-of-Year funds. The Admin Team agreed that written procedures are needed and informed Kent that the Tech Committee should draft a document.

The Technology Committee discussed the following issues that need to be considered as the procedures for spending End-of-Year funds are written:

- There needs to be clarity about the differences between spending End-of-Year funds and Student Tech Fee funds.
- A rationale for requests must be included for each request.
- The form for making requests needs to first include what the End-of-Year funds can be spent on.
- The form for making End-of-Year requests should be posted on the Tech Committee web page so that it is available to faculty year round so that faculty do not have to wait for a call to go out to make requests.
- Whoever is in charge of compiling requests in each department should send these to Donna Colson.
- Department Chairs should have the power to prioritize requests from their departments before they are submitted to the Technology Committee.
- Deadlines for requests need to be included on Web page.
- Requests should be submitted to department chairs, not to Technology Committee representatives.
- The order of procedures should be: (1) Dean sends out notice to faculty in the COE that End-of-Year requests should be made; (2) Requests are sent to department chairs or to the person that each chair designates; (3) Chairs prioritize requests; (4) Chairs send requests to Donna Colson; (4) Tech Committee prioritizes requests; (5) Requests are sent to Admin Team for approval.
- There needs to be an appeals form for faculty being denied requests from department chairs. The appeals form should be included on the Tech Committee web page.
- Student Tech Fee requests should be approved by the Dean prior to submission.

Donna Colson will complete a form to keep track of dates that all computers in the COE have been purchased. Department secretaries will also keep track of this information.

(5) There was a discussion regarding the 2006-2007 Technology Plan and ways in which the 2007-2008 Technology Plan can be improved. Kent Rittschof shared written feedback from Jennie Rakestraw that gave suggestions on how to improve the 2007-2008 Technology Plan. There was consensus among the Tech Committee that the 2007-2008 plan needs to include specific details on how to reach the goals. That is, the plan needs to include steps on how technology should be phased in each year to reach the goals.

The Technology Committee discussed looking into institutions that have cutting edge technology. GA College, Clayton State, Penn State, University of Texas – Austin, Florida State, and Arizona State were discussed as possible starting places to investigate.

(6) The meeting adjourned at 10:40. The next meeting date was set for December 5, 2007 at 9:00 a.m.