

Technology Committee Minutes

March 10, 2008

10:00 a.m. to 11:30 a.m.

Members Present: Kent Rittschof, Pam Deal, Elizabeth Downs, Michelle Rivera,
Beverly Strauser, Donna Colson, Creighton Alexander, Sharon Brooks

Guest: Pamela Deal

- 1) The minutes were read and corrected.
- 2) Technology Plan
- 3) Donna is still working on the web pages regarding the procedures for equipment and resources request. She will have them completed by April Meeting.
- 4) Tech Fee form will be built into web request.
- 5) Donna gave the statistics on the use of Smart Classrooms by COE faculty.
 - a. Goal of committee is to enhance present rooms instead of adding new Smart Classrooms.
- 6) Pam Deal stated that the COE has the least number of Smart Rooms on campus. Only 1121 and 1122 have interactive white boards.
 - a. Complaints – rooms need permanent computer stations. Need to have Audio, DVD, VCR, Document Camera and Room controller
 - b. Rooms 1121 and 2122 have permanent screens and would be good rooms to enhance by making into smart classrooms with permanent stations
 - c. Rooms 2156 and 2157 are full smart rooms.
 - d. Problem is that smart rooms are not being utilized by our staff.
 - e. Found that rooms 2169 and 2167 were mislabeled as smart rooms when in reality they are laboratories and are used constantly.
 - f. Asked Pam to automatically make request for three new smart rooms each year for COE a standing request by Tech Committee.
- 7) How can we better be on top of needs?
 - a. According to Pam Deal, we must be more assertive about our needs. About a month before Pam's meeting with the Student Tech Fee Committee, we must contact her to push our agenda.
 - b. We addressed how Student Tech Fee committee members are selected. Discussed that we could go to a Faculty Senate Meeting to ask for a change in membership, such as one representative per college. However, we decided against this action at this time.
- 8) On-site visit by Pam with Michelle, Donna and/ or Beverly will be held by April 11th.
- 9) A suggestion of wall talkers to be placed in room 3152 or 3158 will be considered.

- 10) There is an Adobe connect demo will be given at 2150 today. IT will demonstrate multi point control and video conferencing. It is considered a competitor of live classroom.
- 11) There is a CPS clickers demonstration also.
- 12) Kent will take the lead on making a tech plan, but wanted more than one person to help in the process.
- 13) Need an Appendix to support the tech plan.
- 14) Want maintenance to be a priority on present equipment
- 15) Professional software, such as digital measures, is a problem because it does not allow input for some services that the faculty performs.
 - a. This problems should be addressed because services are an Important part of faculty accountability
 - b. Task Stream should be under professional development
 - c. Beverly volunteered to expand her use of task stream.

Next meeting: April 8th at 10:00 a.m.

Meeting closed.