

Agenda – Meeting 11 Technology Committee Vernon College

October 24, 2014 ▪ 9:00 AM ▪ Bb Collaborate

▪ **Call Meeting to Order**

Position	Member	Present	Not Present
Director of Quality Enhancement	Criquett Lehman, Chair		
Instructional Design & Technology Coordinator	Roxie Hill		
Director of College Effectiveness	Betsy Harkey		
Institutional Support Specialist	Jim Binion		
Media Specialist	Gene Frommelt		
Faculty	Dr. Elaine Naylor		
Faculty	Steven Underhill		
Faculty	Sharon Wallace		
Faculty	Richard Warren		
Faculty	Paula Whitman		
Professional Staff	Tina Baker		
Professional Staff/ Division Chair/Classroom Technology Coordinator	Greg Fowler		
Professional Staff	Maria Servin		
Professional Staff	Maritza Scarborough		
Professional Staff	Stephen Stafford		
Professional Staff/IT Specialist	Donna Turney		
Classified Staff	Sequoia Amey		
Classified Staff	Patti Jouett		
Classified Staff	Tami Phillips		
Run Business Solutions Rep – IT Support	John McKee		
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ **Approval of Minutes**

- Meeting 10: September 19, 2014 (Exhibit A, Action Item)

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
 - A third SmartBoard will be purchased for CCC, researching whether to stay with current board or switch to another brand.
 - Early Alert – reporting update.
 - Website – gainful employment update.
- Media Specialist (Gene Frommelt)
 - (Exhibit B)
- Institutional Support Specialist (Jim Binion)
 - Updates for POISE:
 - Working on ways to use Early Alert data for more reports.
 - Adding the use of Student ID for CE students.
 - Accademia is now in use by the Pass Department/Tutoring Center as well as the Fitness Centers.
- Run Business Solutions-IT Support (John McKee)
 - (Exhibit C)
- Website Support (Tanner Clark)
 - (Exhibit D)

Agenda – Meeting 11

Technology Committee

Vernon College

- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - Policies should address the following: Computer Use Policy, Technology Plan, System Security, Data Security, Communication, Technology Use, Education, & Awareness.
 - [Board Policy Manual](#)
 - [Employee Handbook](#) (pp. 41-43, 68, 135-137)
 - [Student Handbook](#) (pp. 16, 22-23)
 - [Student Resident Handbook](#) (pp. 10, 11-12)
 - [Distance Education Manual](#) (p. 10)
 - Assessment
 - Technology Tool Request Form
 - Scope of Work
 - QERI Survey
 - Professional Development
 - Oct/Nov Sessions include: Blogs (Bb), Respondus Lockdown Browser, SafeAssign in Bb, First Year Experience Part 2 (Starlink), How to...with WORD and Outlook, Flipping Book Software, Excel and POISE
- **Updates/Reminders**
 - Fall Meeting Dates (Blackboard Collaborate)
 - Friday, November 21 @ 11:00 AM
- **Adjournment**