Minutes – Meeting 11
Technology Committee
Vernon College

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

- **Call Meeting to Order**
    - Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 9:07 AM.

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

- **Approval of Minutes**
    - Approval of the September 19, 2014 minutes was tabled due to lack of quorum.

- **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. Criquett Lehman gave an Early Alert reporting update and a gainful employment update (website posting). There was a brief discussion on the possibility of creating a subcommittee to look at ITV alternatives and include select faculty.
    - 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.
            - Accudemia is now in use by the Pass Department/Tutoring Center as well as the Fitness Centers.
    - Reports for Media Specialist (Gene Frommelt), Run Business Solutions-IT Support (John McKee), and Website Support (Tanner Clark) are outlined in Exhibits B,C,D.

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- **Technology Planning**
  - TAPPs (Technology, Applications, Processes, Procedures)
    - The following policies were briefly discussed. The Committee was charged with reviewing them prior to the next meeting. 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
    - A draft of the Technology Tool Request Form will be available next meeting. The committee will begin to look at how to present a Scope of Work once the request has been received.
    - Results of the 2014 QERI Survey were briefly discussed. A more comprehensive report will be presented in a future meeting.
  - 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**
  - Criquett Lehman adjourned the meeting at 9:39 AM.