

Agenda – Meeting 12 Technology Committee Vernon College

November 21, 2014 ▪ 11:00 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	Kevin Winkle		
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ Approval of Minutes

- Meeting 10: September 19, 2014 (Exhibit A, Action Item)
- Meeting 11: October 24, 2014 (Exhibit B, Action Item)

▪ General Business Reports

- Director of Quality Enhancement (Chair)
 - WFISD Technology Committee
 - Email Migration/Office 365
 - StarBoard/Hitachi vs. Epson Brightlink Pro
- Media Specialist (Gene Frommelt)
 - Same information presented in October meeting.
- Institutional Support Specialist (Jim Binion)
 - Working on changing prospect file to add student ID instead of sequential number when adding new prospect.
 - Looking into using the Fast Reporting to add TSI scores to POISE via electronic download.
 - Added over ride privileges for some instructors on courses which require consent of instructor.

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- Run Business Solutions-IT Support (Kevin Winkle)
 - Breakdown of Tickets for November
 - 2,491 Total Tickets
 - 107 Tickets - User Requests
 - 2,356 Tickets - Backup/Monitoring Notification
 - 41 – Student Support Requests
 - 28 Student E-mail Support Requests
 - 12 MyVC Student Support Requests
 - 1 Blackboard Student Support Requests
 - 9 Tickets - RunDev Team (Web Updates/RunSync)
 - Projects
 - Press Box
 - Installed wireless access points for the Softball Press Box
 - Hesi Test Nov.25th
 - Preparing Labs 314,513,509 @ CCC and Lab 430 @ VC
 - PC Replenishment
 - Ordered 12 new Faculty/Staff Laptops computers (1 Surface Pro 3)
 - Submitted Lab Replenishment List
 - Created Run Biz Project Plan (Lab Replenishment Schedule)
- Website Support (Tanner Clark)
 - (Exhibit C)
- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - Review and make recommendations for improvement. 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 – Goal Spring 2015
 - [QERI Survey Results](#)
 - Professional Development
 - December Sessions include: End of Semester Course Review (ESCR), Excel and POISE
- **Updates/Reminders**
 - Spring Meeting Dates TBD
- **Adjournment**