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	Roxie Hill		X
Coordinator			
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	Greg Fowler		X
Chair/Classroom Technology			
Coordinator			
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	John McKee		X
Support			
Run Business Solutions – Website	Tanner Clark (Ad Hoc)		N/A
Support			

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)
 - <u>Student Handbook</u> (pp. 16, 22-23)
 - Student Resident Handbook (pp. 10, 11-12)
 - <u>Distance Education Manual</u> (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.