

# Minutes – Meeting 12 Technology Committee Vernon College

November 21, 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 11:02 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	Kevin Winkle		X
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)	N/A	

▪ **Approval of Minutes**

- Betsy Harkey moved to accept the September 19, 2014 minutes. Jim Binion seconded, motion was approved.
- Jim Binion moved to accept the October 24, 2014 minutes. Maritza Scarborough seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
  - Roxie Hill gave an update on the WFISD Technology Committee she is currently serving on. The charge is to make technology recommendations to the board by December.
  - Run Biz is going to migrate all employees email to Office 365 beginning in December. Emails will be stored in the cloud as opposed to a physical server on campus. An email with instructions will be coming soon.
  - StarBoard/Hitachi vs. Epson Brightlink Pro – The Epson Brightlink Pro will be purchased and installed at CCC in room 509. The decision is based on research and piloting of the first 2 StarBoards.

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- 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.
- 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.25<sup>th</sup>
      - 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)
  - Updates outlined in Exhibit C.
- **Technology Planning**
  - TAPPs (Technology, Applications, Processes, Procedures)
    - All policies were thoroughly reviewed and items were noted for improvement. A draft of recommendations will be presented to the committee for a final vote.
      - [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
    - The summary of [QERI Survey Results](#) was reviewed with the committee.
  - Professional Development

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- December Sessions include: End of Semester Course Review (ESCR), Excel and POISE
  
- **Updates/Reminders**
  - Spring Meeting Dates TBD
  
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:00 PM.