

Agenda – Meeting 20 Technology Committee Vernon College

April 22, 2016 ▪ 10:00 AM ▪ VER 204/CCC 712

▪ **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		
ERP/SIS Coordinator	Ivy Harris		
Institutional Support Specialist	Jim Binion		
Media Specialist	Gene Frommelt		
Faculty	Jennifer Howard		
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	Stephen Stafford		
Professional Staff/IT Specialist	Donna Turney		
Classified Staff	Linda Gregg		
Classified Staff	Patti Jouett		
Classified Staff	Tami Phillips		
Run Business Solutions Rep – IT Support	Kevin Winkle/Zach Detwiler		
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ **Approval of Minutes**

- Meeting 19: February 19, 2016 (Exhibit A, Action Item)

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
- Instructional Design and Technology Coordinator (Roxie Hill)
 - Instructure Canvas LMS Update
- Media Specialist (Gene Frommelt)
 - (Exhibit B)
- Institutional Support Specialist (Jim Binion)
 - Continuing to create the data fields list for ERP transition.
 - Fielding student related issues with campus connect.
- ERP/SIS Coordinator (Ivy Harris)
 - Workflow Processes
 - Timeline
- Run Business Solutions-IT Support (Kevin Winkle)
 - (Exhibit C)
- Website Support (Tanner Clark)
 - (Exhibit D)

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Technology Committee

Vernon College

- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - Technology
 - Online [Educational Technology Request Form](#) Process Update (Exhibit E)
 - QERI
 - Board Room(s) Technology
 - Pexip Video Conferencing vs. Skype
 - Office Mix/Camtasia
 - Camcorder
 - iPad Mounts
 - Turning Technologies Clickers ([Response Card RF LCD](#))
 - Processes
 - Student Email Instructions <http://www.vernoncollege.edu/student-email>
 - Assessment
 - 2015 QERI Survey Results and Comparisons (Exhibits F, G,H)
 - Technology Tool Rubrics
 - Document Camera, Lyndon Burnham, Mark Holcomb, Barbara Jinks (Exhibit I)
 - SmartBoard, Brad Beauchamp (Exhibit J)
 - Recommendations
 - Educational Technology Implementation Request process to aid in improving communication between departments involved in technology related projects. Departments include: Director of Quality Enhancement/Technology Chair, Instructional Designer and Technology Coordinator, ERP/SIS Coordinator, Media Specialist, Institutional Support Specialist, Run Business Solutions-IT Support & IT Specialist, Run Business Solutions-Website Support, Division Chair, Instructor, Maintenance Department.
 - Policy Updates – page 129 Employee Handbook, cc vs. bcc vs. mail merge confusing language
 - Professional Development
 - Board Room Technology training, Canvas trainings
- **Updates/Reminders**
 - Summer updates will be electronic if needed.
- **Adjournment**