

# Minutes – Meeting 19 Technology Committee Vernon College

February 19, 2016 ■ 10:00 AM ■ VER 204/CCC 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 10:01 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	
ERP/SIS Coordinator	Ivy Harris	X	
Institutional Support Specialist	Jim Binion	X	
Media Specialist	Gene Frommelt	X	
Faculty	Jennifer Howard	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	Stephen Stafford	X	
Professional Staff/IT Specialist	Donna Turney	X	
Classified Staff	Linda Gregg		X
Classified Staff	Patti Jouett	X	
Classified Staff	Tami Phillips	X	
Run Business Solutions Rep – IT Support	Kevin Winkle/Zach Detwiler	Zach via Speakerphone	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)	N/A	

▪ **Approval of Minutes**

- Greg Fowler moved to accept the December 4, 2015 minutes. Richard Warren seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
  - Student Email Issue – several student’s Vernon College emails have been reported as inactive or not valid, to be proactive moving forward Amanda Raines ran a report of all current students for the Spring semester and forwarded the list to Run Biz. Run Biz will verify all addresses are valid.
  - General Updates - Helix has been upgraded to MEDIAL, this is the same media library with the most recent technology, Helix was bought out by another company hence the name change to MEDIAL; Q2 clickers are in the process of being returned, the plan is to replace them with Q4 remotes; an Early Alert update was given on the new follow-up functions and what triggers an email.
- Instructional Design and Technology Coordinator (Roxie Hill) – the college will begin the transition from Blackboard to Instructure Canvas this summer. Prior to

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## **Technology Committee**

### **Vernon College**

migrating content, each online instructor will be required to submit an ROI (rubric of online instruction) to be reviewed by the division chair.

- Media Specialist (Gene Frommelt) – details outlined in Exhibit B; we will begin piloting Pexip conferencing system this semester.
  - Institutional Support Specialist (Jim Binion) - Continued maintenance of POISE backup web interface for portal, preparing for the transition to a new ERP system, continued usage of the Accudemia software for Pass Center.
  - ERP/SIS Coordinator (Ivy Harris) - ERP Site visit update, final meetings for further discussion were held, currently preparing recommendations for submission
- Run Business Solutions-IT Support (Kevin Winkle) – details outlined in Exhibit C
- Website Support (Tanner Clark) – details outlined in Exhibit D
- **Technology Planning**
  - TAPPs (Technology, Applications, Processes, Procedures)
    - Technology
      - The Annual Action Plan recommendation document was thoroughly reviewed and the committee members gave input. Paula Whitman moved to accept the Annual Action Plan Recommendations. Greg Fowler seconded, motion was approved.
      - Criquett Lehman gave an update on the Online Educational Technology Request Form Process. She will be meeting with Dr. Johnston to discuss the next steps.
    - Processes
      - The committee was asked to review the Student Email Instructions and give suggestions for improvement.
    - Assessment
      - The 2015 QERI Survey Results and Comparisons will be reviewed next meeting.
    - Recommendations
      - Policy Updates – page 129 Employee Handbook, cc vs. bcc vs. mail merge confusing language
    - Professional Development this month will include Skype and Office Mix a potential alternative to Camtasia.
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 10:56 AM.