Minutes – Meeting 20
Technology Committee
Vernon College

April 22, 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 Canvas Training
Director of College Effectiveness	Betsy Harkey	X	
ERP/SIS Coordinator	Ivy Harris	X	
Institutional Support Specialist	Jim Binion	X	
Media Specialist	Gene Frommelt		X Working CCC
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 Canvas Training
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 Skype	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)	N/A	

- **Approval of Minutes**
    - The February 19, 2016 minutes were submitted for approval electronically. Fourteen (14) committee members voted to approve.

- **General Business Reports**
    - Director of Quality Enhancement (Chair) – Criquett Lehman reported that a large portion of her time is being spent assisting with Canvas Training and serving on the Implementation Team for the new ERP/SIS in addition to general technology needs.
    - Instructional Design and Technology Coordinator (Roxie Hill) – Vernon College will officially switch our LMS to Instructure Canvas on May 23rd. Instructors will continue to have access to their content in Blackboard through October.
    - Media Specialist (Gene Frommelt) – detailed outlined in 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)
        · Meeting with users to outline workflow processes; cross training the ERP/SIS Implementation Team; Timeline: May 3rd Dynamics GP on-site visit, May 5th Unit 4 on-site visit, tentative "Go Live" date for Dynamics GP is December 2016 and Unit 4 is late Spring 2017.

- Run Business Solutions-IT Support (Zach Detwiler) - details outlined in Exhibit C.
- Website Support (Tanner Clark) - details outlined in Exhibit D; noted there were only 30 new Run Sync subscribers since February, there was discussion about how to possible increase this number.

- **Technology Planning**
  - TAPPs (Technology, Applications, Processes, Procedures)
    - Technology
      - Criquett Lehman gave an update on the online Educational Technology Implementation Request Form. The verbiage of several questions were reviewed and suggestions given. Criquett will meet with Dr. Johnston and Zach to discuss how to implement the process.
        - The following QERI technologies have been purchased/implemented or are being reviewed for effectiveness. Board Room(s) Technology, Pexip Video Conferencing vs. Skype, Office Mix/Camtasia, Camcorder, iPad Mounts, Turning Technologies Clickers (Response Card RF LCD)
    - Processes
      - The student email webpage has been updated to include new icons and new instructions http://www.vernoncollege.edu/student-email for accessing email address and password.
    - Assessment
      - The 2015 QERI Survey results and comparisons were reviewed and discussed.
      - The following Technology Tool Rubrics were submitted for approval electronically. Fourteen (14) committee members voted to approve.
        - Document Camera, Lyndon Burnham, Mark Holcomb, Barbara Jinks (Exhibit I, Action Item) ***4/22/16 The use of an Adesso NuScan 500 Document Camera as a technology tool is recommended as a source to provide student engagement opportunities in a course or in student support service programs. This is a cost effective alternative to the existing Elmo devices.***
        - SmartBoard, Brad Beauchamp (Exhibit J, Action Item) ***4/22/16 The use of an Epson Brightlink Pro (SmartBoard) as a technology tool is not recommended as a source to provide student engagement opportunities in a course or in student support service programs.***
    - 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 this month will include Board Room Technology training and Canvas trainings.

- **Adjournment**
  - Criquett Lehman adjourned the meeting at 11:04 AM.