Minutes – Meeting 18
Technology Committee
Vernon College

December 4, 2015 ▪ 9:00 AM ▪ VER 204/CCC 712

- **Call Meeting to Order**
  - Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 9:08 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	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	Discussed Agenda Items 12/3/15	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)	N/A	

- **Approval of Minutes**
  - Greg Fowler moved to accept the October 23, 2015 minutes. Roxie Hill seconded, motion was approved.

- **General Business Reports**
  - Director of Quality Enhancement (Chair)
    - Title III Grant – the ERP/SIS Task Force is participating in on-site discovery sessions and demonstrations in the month of December. Another meeting to discuss the pros and cons of each company/SIS will occur after the RFP's have been received by the College (January 7th).
    - Student Email Migration to Microsoft 365 is scheduled to occur over the Christmas Break beginning Friday, December 18th. Instructions for new passwords will be posted on the Student Email page of the website. All employees are asked to help spread the word to students.
    - Windows 10 pilot – the remainder of the volunteer pilot group are being upgraded (Roxie Hill, Tina Baker, Jim Binion, Judy Ditmore, Marissa Underhill, Christina Hoffmaster) with the exception of Gene Frommelt and Steven Underhill who are waiting on replenishment PC's.

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- Roxie Hill gave an Instructure Canvas LMS update. Training will begin in the Spring semester with a smaller group from VC receiving training from Canvas (train the trainer). This user group will then begin training faculty and staff. All faculty will be required to complete the Rubric for Online Instruction (ROI) and have it approved prior to moving course content to Canvas. The goal is to be fully functional within Canvas by the beginning of the Fall semester.
  - Media Specialist (Gene Frommelt) – see Media Services Projects document
  - Institutional Support Specialist (Jim Binion) - none
  - Run Business Solutions-IT Support (Kevin Winkle) – see Exhibit B
    - Website Support (Tanner Clark) – see Exhibit C

- **Technology Planning**
  - TAPPs (Technology, Applications, Processes, Procedures)
    - Technology
      - A draft of the online Educational Technology Request Form was reviewed.
      - The process for tracking was discussed with Tanner at Run Biz and relayed to the group. There was brief discussion on possible methods and tools that could be used to track work tickets.
  - Assessment
    - The 2015 QERI Survey will be administered online December 7th to all employees.
  - Recommendations
    - Policy Updates – page 129 Employee Handbook, cc vs. bcc vs. mail merge confusing language
  - Professional Development
    - The December Calendar was reviewed.

- **Adjournment**
  - Criquett Lehman adjourned the meeting at 9:50 AM.