

# Agenda – Meeting 19 Technology Committee Vernon College

February 19, 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		
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ **Approval of Minutes**

- Meeting 18: December 4, 2015 (Exhibit A, Action Item)

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
  - Student Email Issue
  - MEDIAL/Helix
  - Q2 Clickers
- Instructional Design and Technology Coordinator (Roxie Hill)
  - Instructure Canvas LMS Update
- Media Specialist (Gene Frommelt)
  - (Exhibit B)
- Institutional Support Specialist (Jim Binion)
  - Continued maintenance of POISE backup web interface for portal.
  - Continued usage of the Accudemia software for Pass Center
- ERP/SIS Coordinator (Ivy Harris)
  - ERP Site visits
  - Further discussion
  - Recommendations preparation and submission
- Run Business Solutions-IT Support (Kevin Winkle)
  - (Exhibit C)

## **Agenda – Meeting 19 Technology Committee Vernon College**

- Website Support (Tanner Clark)
  - (Exhibit D)
- **Technology Planning**
  - TAPPs (Technology, Applications, Processes, Procedures)
    - Technology
      - Annual Action Plan Review (Exhibits E & F)
      - Online [Educational Technology Request Form](#) Process Update
    - Processes
      - Student Email Instructions <http://www.vernoncollege.edu/student-email>
    - Assessment
      - 2015 QERI Survey Results and Comparisons
    - Recommendations
      - Policy Updates – page 129 Employee Handbook, cc vs. bcc vs. mail merge confusing language
  - Professional Development
    - Skype, Office Mix
    - Suggestions?
- **Updates/Reminders**
  - Friday, April 22<sup>nd</sup> @ 10 AM (V204/CC712)
- **Adjournment**