

Minutes – Meeting 17 Technology Committee Vernon College

October 23, 2015 ▪ 11:00 AM ▪ VER 204/CCC 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 11:02 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 clinical
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 10/23/15	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ **Approval of Minutes**

- Paula Whitman moved to accept the September 25, 2015 minutes. Greg Fowler seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
 - Title III Grant – ERP/SIS Task Force – the committee charge was communicated, the grant has a very prescriptive timeline, the SIS Coordinator job description was reviewed.
 - Student Email Migration – planned for this December, more details will be shared next meeting.
 - VC Foundation Grant – The offices of Quality Enhancement and Financial Aid were awarded the funds to purchase 75 new clickers.
- Media Specialist (Gene Frommelt) - None
- Institutional Support Specialist (Jim Binion)
 - Exploring alternative to student email aliases for simplicity and uniqueness to ensure no duplicates in aliases.
 - Working on RFP information for Title III.

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- Run Business Solutions-IT Support (Kevin Winkle) – see information in Exhibit B
- Website Support (Tanner Clark) – see information in Exhibit C

- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - Technology
 - PC Replenishment Process Update – the Run-Biz/Donna Turney email template was reviewed with the committee as well as the process. All supervisors will be notified at the same time as the employee for communication purposes.
 - Windows 10 pilot – The following have volunteered to pilot: Gene Frommelt, Roxie Hill, Tina Baker, Steven Underhill, Jim Binion, Judy Ditmore, Marissa Underhill, Christina Hoffmaster, Criquett Lehman
 - Assessment
 - The CCSSE (Community College Survey of Student Engagement) data pertaining to technology was reviewed with the Committee.
 - The 2014 QERI Survey was reviewed. Committee members were asked to send feedback on the questions so that a similar survey can be administered to faculty and staff in December.
 - Recommendations
 - Policy Updates – page 129 Employee Handbook, cc vs. bcc vs. mail merge confusing language
 - Professional Development
 - The [October Calendar](#) was shared.
 - The Faculty Roundtable Series was explained and given as an option for sharing best practices in using educational technology in the classroom.

- **Updates/Reminders**
 - December 4th @ 11:00 AM, V204/CC712

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 11:32 AM.