Minutes – Meeting 15
Technology Committee
Vernon College

May 12, 2015 ▪ 2:00 PM ▪ Skype

▪ **Call Meeting to Order**
  – Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 2:12 PM. Committee members attempted to login using Skype, however, there were audio issues so Blackboard Collaborate was substituted. Not all members were able to reconnect. There will be 2 marks below on attendance to indicate those who originally joined and those who could not connect. Those who were unable to connect a second time expressed their votes by phone.

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	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 no	
Professional Staff/ Division Chair/Classroom Technology Coordinator	Greg Fowler	X ✓	
Professional Staff	Maria Servin		X
Professional Staff	Vacant	N/A	
Professional Staff	Stephen Stafford	X ✓	
Professional Staff/IT Specialist	Donna Turney		X
Classified Staff	Sequoia Amey		X
Classified Staff	Patti Jouett	X ✓	
Classified Staff	Tami Phillips	X no	
Run Business Solutions Rep – IT Support	Kevin Winkle	X ✓	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)	N/A	

▪ **Approval of Minutes**
  – Patti Jouett moved to accept the March 24, 2015 minutes. Jim Binion seconded, motion was approved.

▪ **General Business Reports**
  – Director of Quality Enhancement (Chair)
    · Note: Skype for Business replaced Microsoft Lync. Skype will be piloted to determine whether it is an effective alternative to ITV.
    · An update on video conferencing via Skype in the Board rooms was given. The last VC Foundation meeting of the academic year will be in July. After this meeting a more permanent solution will be explored.

▪ **Technology Planning**
  – TAPPs (Technology, Applications, Processes, Procedures)

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- Policy recommendations (Action Item) – all technology related policy suggested edits will be submitted as a recommendation from this committee. The email policy is very lengthy and may fit best as an appendix to the Employee Handbook.
    - Jim Binion moved to submit the technology related policy edits in the form of a recommendation to the appropriate office responsible for each handbook. Greg Fowler seconded, motion was approved.
    - Greg Fowler moved to submit a recommendation to the Dean of Instructional Services requesting a process to allow the review of existing technology (laptop, desktop PC, tablet such as surface pro) prior to it being replaced or updated. Paula Whitman seconded, motion was approved.

- Technology Tool Request Form – we will move forward with creating an electronic version of the form to test using all feedback from the Committee.
- Technology tool rubrics will be completed and reviewed in the Fall 2015 semester.

- **Adjournment**
    - Criquett Lehman adjourned the meeting at 2:34 PM.