

# Minutes – Meeting 16 Technology Committee Vernon College

September 25, 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 11:01 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 9/22/15	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ **Approval of Minutes**

- Jim Binion moved to accept the May 13, 2015 minutes. Paula Whitman seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
  - A VC Foundation Grant was submitted by Criquett Lehman and Melissa Elliott to purchase updated Qwizdom Clickers. The Foundation Meeting will be on October 15, 2015.
  - Once the Governance by Committee document is final, the official committee membership and charge will be reviewed.
  - We are piloting the use of Skype in the classroom with two of Teresa Wallace’s classes. The Committee will complete and review a Technology Tool Rubric at the end of the Spring semester.
- Media Specialist (Gene Frommelt) – see info in Exhibit B
- Institutional Support Specialist (Jim Binion)
  - Working with ESP to fix word wrap in early alert.
  - Report portal issues to Jim.

# Minutes – Meeting 16

## Technology Committee

### Vernon College

- Run Business Solutions-IT Support (Kevin Winkle) – see info in Exhibit C
- Website Support (Tanner Clark) – see info in Exhibit D
- **Technology Planning**
  - TAPPs (Technology, Applications, Processes, Procedures)
    - This year a “Recommendations” header will appear under the TAPPS section of the agenda to help keep track of suggested changes along the way. This item will remain under that header until it is time to update the handbooks.
      - Policy Updates – page 129 Employee Handbook, cc vs. bcc vs. mail merge confusing language
    - Technology
      - Criquett Lehman is working with Kevin Winkle to enhance the PC Replenishment process. The Deans and Division Chairs are being consulted about the process and the email template sent to employees is being reviewed.
      - The QERI Log is being updated to include only those items currently available. Once complete, it will be shared with the committee and when appropriate faculty and staff.
      - Run Biz is providing the opportunity for a few employees to pilot Windows 10. Volunteers were requested. Professional Development opportunities will be offered during the spring/summer semesters on what to expect from the new operating system.
    - Assessment
      - The committee discussed the Technology Tool Rubric process and reviewed the Document Camera Rubric and the SmartBoard Rubric.
        - Greg Fowler moved to accept the Document Camera Rubric, with discussed revisions, recommending the Adesso NuScan 500 Document Camera as a source to provide student engagement opportunities in a course or in student support service programs and as a cost effective alternative to the existing Elmo devices. Jim Binion seconded, motion was approved.
        - Greg Fowler moved to accept the SmartBoard Rubric, with discussed revisions, not recommending the Epson Brightlink Pro (SmartBoard) and noting that the technology will be reevaluated during the 2015-16 academic year. Paula Whitman seconded, motion was approved.
      - It was determined that the QERI technology survey should be conducted at the end of the Fall semester so data can be used in the budgeting and planning process. The previous survey will be reviewed during the next meeting to make edits/suggestions.
    - Professional Development - The September Calendar was reviewed.
- **Updates/Reminders**
  - October 23<sup>rd</sup> @ 11:00 AM, V204/CC712
  - December 4<sup>th</sup> @ 11:00 AM, V204/CC712
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 11:52 AM.