

Agenda – Meeting 14 Technology Committee Vernon College

March 27, 2015 ▪ 11:00 AM ▪ VER 423/CCC 717

▪ **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		
Institutional Support Specialist	Jim Binion		
Media Specialist	Gene Frommelt		
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	Vacant	N/A	
Professional Staff	Stephen Stafford		
Professional Staff/IT Specialist	Donna Turney		
Classified Staff	Sequoia Amey		
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 12: February 20, 2015 (Exhibit A, Action Item)

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
 - SXSWedu Update
 - “Scouting Team” Updates – LMS, ITV, Board Rooms
- Media Specialist (Gene Frommelt)
 - Microphones (hanging) in RM 204
- Institutional Support Specialist (Jim Binion)
 - Replacing the security DVR on the Vernon Campus
- Run Business Solutions-IT Support (Kevin Winkle)
 - (Exhibit B)
- Website Support (Tanner Clark)
 - (Exhibit C)

▪ **Technology Planning**

- TAPPs (Technology, Applications, Processes, Procedures)
 - Policy Updates – Run Biz Review
 - Technology
 - Replenishment – Desktop PC, Laptop, Surface Pro Tablet
 - QERI

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- iPad/Samsung tablet/other
- Brightlink Pro SmartBoard
- Document Camera - [Adesso NuScan 500](#)
- Microsoft Office Lync 2013
- Qwizdom QVR Response App
- Camtasia Software
- Technology Tool Request Form/Scope of Work
- Proposed Recommendations
 - Improve communication between departments involved in technology related projects. Departments include: Director of Quality Enhancement/Technology Chair, Instructional Designer and Technology Coordinator, Media Specialist, Institutional Support Specialist, Run Business Solutions-IT Support & IT Specialist, Run Business Solutions-Website Support, Division Chair, Instructor, Maintenance Department.
 - PC Replenishment – request a process to allow the review of existing technology before it is replaced or updated.
 - Technology Tool Process to include a request form, scope of work, and point person.
- Assessment
 - Technology Tool Rubrics
 - Document Camera, Lyndon Burnham
 - SmartBoard, Brad Beauchamp
- Professional Development
 - CTE or other online opportunities
- **Updates/Reminders**
 - April 24th @ 9:00 AM, RESCHEDULED
 - May 8th @ 11:00 AM, V204/CC712
- **Adjournment**