

Minutes – Meeting 13 Technology Committee Vernon College

February 20, 2015 ▪ 10:00 AM ▪ VER 204/CCC 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 10:01 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	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	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
Run Business Solutions Rep – IT Support	Kevin Winkle	Submitted vote via phone	X
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)	N/A	

▪ **Approval of Minutes**

- Greg Fowler moved to accept the November 21, 2014 minutes. Jim Binion seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
 - Roxie Hill gave a report on her participation on the WFISD Technology Committee. The committee consisted of 40 members including K-12 teachers and technologists as well as representatives from Midwestern State University and Vernon College. They recommended the use of technology to bridge the gap and are working on a plan on how to implement.
 - Criquett Lehman discussed “in progress” work tickets that impact the faculty including the SmartBoard setup in room 509, WiFi access in room 427, and the installation of Reflector on all classroom PC’s which involved documenting the agent name of all computers.
 - Greg Fowler noted that Lyndon Burnham is using a document camera that can record audio and video and costs around \$120. A technology tool rubric will be started for this technology.

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- Media Specialist (Gene Frommelt) – ongoing maintenance of ITV rooms
- Institutional Support Specialist (Jim Binion)
 - Researching possible replacements for Accademia. The system is successful in logging when students clock in and out but the custom reporting is unable to provide the information requested by the users.
- Run Business Solutions-IT Support (Kevin Winkle)
 - See notes on Technology Annual Action Plan
- Website Support (Tanner Clark)
 - (Exhibit B)
- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - The Technology Annual Action Plan and Technology Annual Action Plan Recommendations were thoroughly reviewed and notes were made on the document. Greg Fowler moved to accept the Technology Annual Action Plan Recommendations with the input from the committee, Roxie Hill seconded, and motion was approved. It will be presented by Criquett Lehman to the College Effectiveness Committee on February 27th.
 - As part of this conversation, the issue of communication between departments was discussed and included timeliness of work tickets and knowing when one department has completed a task so the next may complete their part. The committee would like to make a recommendation to improve communication between all departments involved in a task. This is also in line with the technology request process currently being created by the committee.
 - Another point was a process to allow the review of existing technology before it is replaced or upgraded (Computer Replenishment Plan).

Due to time, the following items were tabled and will be discussed at the next meeting:

- Policy Updates
- Technology
 - Replenishment – Desktop PC, Laptop, Surface Pro Tablet
 - QERI
 - iPad/Samsung tablet/other
 - Brightlink Pro SmartBoard (Technology Tool Rubric)
 - Microsoft Office Lync 2013
 - Qwizdom QVR Response App
 - Camtasia Software
- Assessment
 - Technology Tool Request Form/Scope of Work
- Professional Development
 - [February](#)
 - This Spring – Google Search; Appy Hour – Lync, Twitter, DocsTeach; Place Based Education; Starlink Online Videos; ROI's; Signature Assignments; Smartboard; Poll Everywhere, Leadership VC topics; Videos

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- **Updates/Reminders**
 - March 27th @ 11:00 AM, V423/CC717
 - April 24th @ 9:00 AM, V204/CC712

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 11:00 AM.