

Agenda – Meeting 10 Technology Committee Vernon College

September 19, 2014 ▪ 10:00 AM ▪ VER RM 204, CCC RM 712

▪ **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	Maritza Scarborough		
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	John McKee		
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ **Approval of Minutes**

- Meeting 9: May 8, 2014 (Exhibit A, Action Item)

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
- Media Specialist (Gene Frommelt)
 - VERNON CAMPUS:
 - Install Smart Board with Audio in Vernon 302 (COMPLETED)
 - Install Projector Ceiling Mounts in Vernon 306 (IN PROCESS)
 - WICHITA FALLS CAMPUS:
 - Install hanging microphone system in ITV302. (COMPLETED)
 - Install Smart Board Audio System in Century City 700. (COMPLETED)
 - Purchase and install fax machine in ITV302. (IN PROCESS)
 - Install new console in ITV715. (IN PROCESS)
 - NEW PROPOSED PROJECTS: 2013-14
 - Install Smart Board w/ Audio in Century City 509 (PROPOSED)
 - ONGOING PROJECTS:
 - Continue VHS to DVD conversion project:
 - Cosmetology (COMPLETED)
 - Agriculture (IN PROCESS)
 - Continue study of future equipment and process needs for ITV program with Region 9 and others.

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- Continue replacing damage microphones and test audio in all ITV classrooms as needed. *Currently working with RunBiz to isolate and correct an intermittent audio problem between Vernon and Century City ITV classrooms (712, 715, and 717). Issue doesn't affect Region 9 connections or the 302 Nursing ITV classroom.*
- Institutional Support Specialist (Jim Binion)
 - POISE Update:
 - We are in the process of rewriting dual-credit batch files to enable more information with less combining of excel files.
 - Reviewing the Prospect module of the POISE system for better use for recruiting. This should allow creating lists of students to contact for follow up and second chance recruiting.
 - Finished the update of the Early Alert system.
 - Renewed Accudemia for use in the Pass Centers, Quiet Testing Center and the Fitness Centers.
- Run Business Solutions/IT Specialist (Donna Turney)
 - Tickets Year-to-Date Report
 - VC Dorms - Replenishment of network infrastructure.
 - Replacing all switches in both dorms on 9/19.
 - Adding Wireless Access Points for wireless coverage to all dorm rooms. (Completion TBD as we need to have maintenance run network drops to additional WAPs)
- Website Support (Tanner Clark)
 - RUNsync – Integrate ENS with emergency phone systems at the Vernon Campus, Century City Center, Skills Training Center. (COMPETED)
 - New RunIT CMS Functionality (COMPLETED)
 - Sports Package
 - Added a 'Player / Coach' content area type
 - PDF Export for Roster and Schedules
 - Sport schedules are now available on calendars
 - Improved Intelligence of Image Handling
 - You can specify height and/or width as you are uploading images
 - System will optimize images automatically
 - New SMTP Service (Email Relaying)
 - We now have a lot more control over what email address the system can use.
 - We switched all default from addresses to no-reply@vernoncollege.edu instead of the no-reply@runbizhelp.com.
 - We can now track opens and clicks with emails that are sent through the system.
 - ONGOING PROJECTS
 - Calendar
 - More intelligent date and time display
 - For example: 9/12/2014 2:00 pm – 9/12/2014 4:00 pm will now display as 9/12/2014 @ 2:00 pm – 4:00 pm.
 - End Date is now optional
 - Can mark events as 'All Day Event'

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- Can specify location on the calendar event
 - Pages Organization - Adding the ability to create folders and organize your pages.
 - Videos! – We are in the process of producing videos for each section/module of the CMS to greatly expand our self-help section.
 - RUNsync – Mobile Apps – Will be updating the iOS App to be fully iOS 8 operational. It will work in its current state within iOS 8 but we need to get its code base up-to-date.
- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - Respondus Monitor
 - Helix Media Server
 - QERI (Quality Enhancement Resource Inventory)
 - Laptops (Camtasia, ActionPoint, Handbrake)
 - iPads (Replenishment Plan?)
 - Reflector/AirParrot Apps
 - Budget
 - Committee Membership
 - Committee Responsibilities (Exhibit B)
 - Assessment
 - Implementation Process Discussion
 - Technology Tool Feasibility Rubric
 - Professional Development
 - Sept/Oct Sessions include: Blackboard The PURGE; Starlink presentations; Prezi; How to...Word, Excel, Outlook; iPad Appy Hour (include Reflector); Blogs
 - Suggestions?
 - **Updates/Reminders**
 - Fall Meeting Dates (VER 204/CCC 712)
 - Friday, October 17 @ 10:00 AM
 - Friday, November 21 @ 11:00 AM
 - Use Blackboard Collaborate in future?
 - **Adjournment**