

Minutes – Meeting 9 Technology Committee Vernon College

May 8, 2014 ▪ 2:00 PM ▪ Blackboard Collaborate

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 2:01 PM.

Position	Member	Present	Not Present
Director of Quality Enhancement	Criquett Lehman, Chair	X	
Instructional Design & Technology Coordinator	Roxie Hill	X	
Institutional Support Specialist	Jim Binion	X	
Director of College Effectiveness	Betsy Harkey	X	
Division Chair/Classroom Technology Coordinator	Greg Fowler	X	
Faculty	Steven Underhill		X
Faculty	Paula Whitman	X	
Faculty	Dr. Elaine Naylor		X
Professional Staff	Stephen Stafford	X	
Professional Staff	Donna Turney		X
Professional Staff	Gene Frommelt		X
Professional Staff	Michelle Wood		X
Classified Staff	Patti Jouett	X	
Classified Staff	Sequoia Amej		X
Classified Staff	Tami Phillips		X
Run Business Solutions – IT Support	John McKee (Ad Hoc)		N/A
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ **Approval of Minutes**

- Betsy Harkey moved to accept the March 14, 2014 minutes. Roxie Hill seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair) –
 - Handbrake video conversion software has been installed on the new QEP laptops. It has proven to be useful when converting DVD's to electronic file format as piloted by Michael Schoppa.
 - The installation of a SmartBoard on the Vernon campus was discussed. It has been ordered and will be installed in room 302.
- Media Specialist (Gene Frommelt)
 - Upgrading the nursing ITV room by hanging microphones, assisting Brad Beauchamp with his room set up over the summer so he can pilot using Blackboard Collaborate in a face-to-face class this Fall semester.
- Institutional Support Specialist (Jim Binion)
 - Working on portal updates, Accudemia will be tested in the computer labs over the summer, the login function is now working.
- IT Specialist (Donna Turney)
 - Continue to replace all XP computers as they are no longer being supported.
- Website Support (Tanner Clark)
 - The design for the updated site has been approved, conversion is in process and employees will be notified prior to “going live”.

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▪ **Technology Planning**

- TAPPs (Technology, Applications, Processes, Procedures)
 - Respondus Monitor will be piloted this summer by Brad Beauchamp and Jason Scheller. This allows for security and integrity for online testing and works with Respondus Lockdown browser currently in use.
 - QERI Laptops – Actionpoint (Qwizdom) software was added to the new laptops.
- Assessment
 - Greg Fowler moved to approve the Committee recommendations to use the Technology Tool Feasibility Rubric to propose/assess new technology. Paula Whitman seconded, motion was approved. The rubric will allow for planning support and potential training.
- Professional Development
 - Sessions have been added to the online reporting forms.
 - Individual training is available by request.

▪ **Updates/Reminders**

- Will not have summer meetings unless the need arises.

▪ **Adjournment**

- Criquett Lehman adjourned the meeting at 2:26 PM.