

# Minutes – Meeting 10 Technology Committee Vernon College

September 19, 2014 ▪ 10:00 AM ▪ VER RM 204, CCC RM 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	Maritza Scarborough		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	John McKee		X
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A
Guest – Dean of Instructional Services	Dr. Gary Don Harkey	X	

▪ **Approval of Minutes**

- Jim Binion moved to accept the May 8, 2014 minutes. Elaine Naylor seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
  - An educational technology survey (Quality Enhancement Resource Inventory) will be conducted at the end of the month. Results will be shared and discussed with the committee.
  - An update was given on the issues experienced with the new version of Early Alert and the website. Wireless access points have been added in the Auditorium and in the Student Services office suite on the Vernon campus. Students do have access to instructional videos in the dorm. The only videos blocked at this time are those provided through NetFlix.
- Media Specialist (Gene Frommelt)
  - VERNON CAMPUS:
    - Install Smart Board with Audio in Vernon 302 (COMPLETED)
    - Install Projector Ceiling Mounts in Vernon 306 (IN PROCESS)

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- 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.
  - 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 – between January 1, 2014 and September 15, 2014 there were a total of 4,276 work tickets submitted and completed. A breakdown of the tickets was given to the committee.
  - 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). Students were buying their own WAPs which was crashing the system.
- 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

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- New SMTP Service (Email Relaying)
  - o We now have a lot more control over what email address the system can use.
  - o We switched all default from addresses to [no-reply@vernoncollege.edu](mailto:no-reply@vernoncollege.edu) instead of the [no-reply@runbizhelp.com](mailto:no-reply@runbizhelp.com).
  - o We can now track opens and clicks with emails that are sent through the system.
- ONGOING PROJECTS
  - Calendar
    - o 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.
    - o End Date is now optional
    - o Can mark events as ‘All Day Event’
    - o 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 uses a webcam to monitor online testing. Pilot will begin soon, timing is an issue due to the fact that the webcam requirement must be on the syllabus.
    - A reminder to the committee was given regarding the Helix Media Server and its purpose.
    - QERI (Quality Enhancement Resource Inventory)
      - New Laptops have been equipped with the following software and are ready to be checked out: Camtasia, ActionPoint, Handbrake.
      - Future agenda item will include the use of iPads and whether a replenishment plan is necessary.
      - A log of computers with Reflector/AirParrot Apps and Apple TV installed is kept through the QERI Log.
      - Criquett Lehman discussed the Quality Enhancement budget line as it pertained to QERI maintenance. This includes Camtasia software upgrades, Survey Monkey license renewal, and Reflector apps.
    - Committee Membership was reviewed as well as the Committee Responsibilities.
  - Assessment
    - The committee discussed the implementation process for all educational technology and how the process could be improved to standardize and increase communication between the various components involved. The discussion centered on the creation of a request form which would be followed by a scope of work which would then tie into the existing Technology Tool Feasibility Rubric. Feedback was requested and will be reviewed in the following meeting.

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- Professional Development
  - Sept/Oct Sessions include: Blackboard The PURGE – includes cleaning old files created since upgrade to Bb Learn in 2010, there will be an archive for restoration if needed; Starlink presentations – utilizing this service provided through VCT, sessions will be face-to-face followed by an online offering; Prezi; How to...Word, Excel, Outlook; iPad Appy Hour (include Reflector); Blogs
  - Suggestions for training on educational technology is encouraged from the committee, other sessions will be determined by survey and rubric results.
- **Updates/Reminders**
  - Fall Meeting Dates (VER 204/CCC 712)
    - Friday, October 17 @ 10:00 AM
    - Friday, November 21 @ 11:00 AM
    - The committee agreed to use Blackboard Collaborate for future meetings.
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 10:52 AM.