

Minutes – Meeting 21 Technology Committee Vernon College

September 9, 2016 ▪ 9:00 AM ▪ VER 204/CCC 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 9:01 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	
ERP/SIS Coordinator	Ivy Harris	X	
Institutional Support Specialist	Jim Binion	X	
Media Specialist	Gene Frommelt	X	
Faculty	Jennifer Howard	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	Stephen Stafford	X	
Professional Staff/IT Specialist	Donna Turney	X	
Classified Staff	Linda Gregg		X
Classified Staff	Patti Jouett	X	
Classified Staff	Tami Phillips		X
Run Business Solutions Rep – IT Support	Zach Detwiler	X via Skype	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)	N/A	

▪ **Approval of Minutes**

- Greg Fowler moved to accept the April 22, 2016 minutes. Richard Warren seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair) – Criquett Lehman reported that a large portion of her time is being spent assisting with Canvas Training and serving on the Implementation Team for the new ERP/SIS in addition to general technology needs.
- Instructional Design and Technology Coordinator (Roxie Hill) – In addition to the details outlined in Exhibit B, live webinars are being offered as additional professional development opportunities for Canvas, Roxie is also working on the Distance Education related SACSCOC narratives.
- Media Specialist (Gene Frommelt) – details outlined in Exhibit C.
 - Institutional Support Specialist (Jim Binion) - Updated Accademia with present semester's students and student password requests for My VC.
- ERP/SIS Coordinator (Ivy Harris) - details outlined in Exhibit D.
- Run Business Solutions-IT Support (Zach Detwiler) & Website Support (Tanner Clark) - details outlined in Exhibit E.

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▪ **Technology Planning**

- TAPPs (Technology, Applications, Processes, Procedures)
 - The QERI Inventory is being updated for 2016-17. A copy will be shared with the committee next meeting.
 - Processes/Procedures
 - Criquett Lehman met with the Business office regarding the proposal of the Educational Technology Implementation Request being completed at the same time as the purchase requisition process. It was determined the new process should be executed and training provided at the same time as GP Dynamics training.
 - The new VC³ single password for Student Email, MyVC, and Canvas process was explained.
- Assessment
 - The committee agreed we should administer the QERI Survey as in year's past during November/December. The same or similar questions will be asked in order to make comparisons to past data.
 - The following educational technologies are potential Technology Tool Rubrics to be reviewed by the committee this academic year.
 - Skype in the Classroom – Teresa Wallace
 - Pexip for Meetings – Board of Trustees/VC Foundation
 - Qwizdom Clickers – alternatives?
 - Video Recording – iPad, Camcorder (Marketing, Athletics, Other)
 - Survey Monkey Assessment, Office Mix, Qwizdom Clicker App, ADA Compliance audio/video accessibility
 - Professional Development recommendations should be forwarded to Roxie Hill or Donnie Kirk.

▪ **Updates/Reminders**

- Fall Meetings
 - November 4 @ 11:00 AM, Rooms V204/CC712
- Important Dates
 - Dynamics GP “Go Live” Date - March 2017 (tentative)
 - Unit 4 Student Management (U4SM) “Go Live” Date - March 2018 (tentative)

▪ **Adjournment**

- Criquett Lehman adjourned the meeting at 9:51 AM.