

Minutes – Meeting 20 Technology Committee Vernon College

April 22, 2016 ▪ 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 Canvas Training
Director of College Effectiveness	Betsy Harkey	X	
ERP/SIS Coordinator	Ivy Harris	X	
Institutional Support Specialist	Jim Binion	X	
Media Specialist	Gene Frommelt		X Working CCC
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 Canvas Training
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	Kevin Winkle/Zach Detwiler	Zach via Skype	
Run Business Solutions – Website Support	Tanner Clark (Ad Hoc)		N/A

▪ Approval of Minutes

- The February 19, 2016 minutes were submitted for approval electronically. Fourteen (14) committee members voted to approve.

▪ 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) – Vernon College will officially switch our LMS to Instructure Canvas on May 23rd. Instructors will continue to have access to their content in Blackboard through October.
- Media Specialist (Gene Frommelt) – detailed outlined in Exhibit B.
- Institutional Support Specialist (Jim Binion)
 - Continuing to create the data fields list for ERP transition.
 - Fielding student related issues with campus connect.
- ERP/SIS Coordinator (Ivy Harris)
 - Meeting with users to outline workflow processes; cross training the ERP/SIS Implementation Team; Timeline: May 3rd Dynamics GP on-site visit, May 5th Unit 4 on-site visit, tentative “Go Live” date for Dynamics GP is December 2016 and Unit 4 is late Spring 2017.

Minutes – Meeting 20 Technology Committee Vernon College

- Run Business Solutions-IT Support (Zach Detwiler) - details outlined in Exhibit C.
- Website Support (Tanner Clark) - details outlined in Exhibit D; noted there were only 30 new Run Sync subscribers since February, there was discussion about how to possible increase this number.

- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - Technology
 - Criquett Lehman gave an update on the online [Educational Technology Implementation Request Form](#). The verbiage of several questions were reviewed and suggestions given. Criquett will meet with Dr. Johnston and Zach to discuss how to implement the process.
 - The following QERI technologies have been purchased/implemented or are being reviewed for effectiveness. Board Room(s) Technology, Pexip Video Conferencing vs. Skype, Office Mix/Camtasia, Camcorder, iPad Mounts, Turning Technologies Clickers ([Response Card RF LCD](#))
 - Processes
 - The student email webpage has been updated to include new icons and new instructions <http://www.vernoncollege.edu/student-email> for accessing email address and password.
 - Assessment
 - The 2015 QERI Survey results and comparisons were reviewed and discussed.
 - The following Technology Tool Rubrics were submitted for approval electronically. Fourteen (14) committee members voted to approve.
 - Document Camera, Lyndon Burnham, Mark Holcomb, Barbara Jinks (Exhibit I, Action Item) ***4/22/16 The use of an Adesso NuScan 500 Document Camera as a technology tool is recommended as a source to provide student engagement opportunities in a course or in student support service programs. This is a cost effective alternative to the existing Elmo devices.***
 - SmartBoard, Brad Beauchamp (Exhibit J, Action Item) ***4/22/16 The use of an Epson Brightlink Pro (SmartBoard) as a technology tool is not recommended as a source to provide student engagement opportunities in a course or in student support service programs.***
 - Recommendations
 - Educational Technology Implementation Request process to aid in improving communication between departments involved in technology related projects. Departments include: Director of Quality Enhancement/Technology Chair, Instructional Designer and Technology Coordinator, ERP/SIS Coordinator, Media Specialist, Institutional Support Specialist, Run Business Solutions-IT Support & IT Specialist, Run Business Solutions-Website Support, Division Chair, Instructor, Maintenance Department.
 - Policy Updates – page 129 Employee Handbook, cc vs. bcc vs. mail merge confusing language
 - Professional Development this month will include Board Room Technology training and Canvas trainings.

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 11:04 AM.