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Technology Advisory Council
Minutes of December 10, 2010 meeting

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Attendance: D. Mupinga, A. Ingram, L. Barton, B. DeHoff, J. Henry, J. Piatt, R. Foot

Welcome and Announcements
Jason opened the meeting, first asking if everyone had seen the November meeting minutes. Jason asked if the council would like to approve the minutes, and a resounding yes was heard. Jason then introduced Rachel Foot, Graduate Student working with William Kist. Everyone in the room quickly introduced themselves to Rachel.

Reports & New Business
- Report: Priority Room Scheduling
    - o Jason reported that four of the rooms that TLC prefers to use (102, 104, 115, and 302) do not currently have Smartboards. Jason also shared that Jeff Huston contacted Jason via e-mail and suggested we look into adding a Sympodium to rooms in the Gym Annex.
    - o The topic of a resolution to the Dean regarding priority room scheduling was brought up, however Jason stated that it might be best to wait until the University Timetabling Project is complete. Julee then asked if we wait to do a resolution, do we need to wait to order the Smartbords. Lyle then suggested that the TAC may not be the right place to write a resolution about room scheduling and that it may be more appropriate to have Jason contact the School Directors and get their input while drafting a resolution. It was agreed this issue about the resolution should be tabled within the TAC for the time being.
- New Business: Associate ET, Wiki, Meeting Frequency, Budget Concerns
    - o **Associate ET Proposal** (starting 2011-12 AY)- Julee- Jason, Julee, and Aaron are currently filling the role of the ET (Educational Technology Designer). One solution proposed is to hire an associate ET, however the issue of funding is problematic. One suggestion is that the office of DL can write a proposal for how to fund the position, and would like the support of the committee. Lyle stated that he likes the idea of the associate ET. Jason stated that the problem of using GA's to do ET work is that they are not here permanently, the faculty do not know who to contact for support, and that the GA's are not here full time. Chip asked about the qualifications for an associate ET. Jason stated they all have to have a masters, then Davison asked if they have benefits, and Jason replied Yes.
        - ▪ Julee told the group that she is beginning to work on a proposal and it will include the list that Chris (Thomas) has created of all of the request that he has received. Lyle expressed concern about the faculty who are too needy and the faculty who don't understand technology, and that it may be useful to include a limit to the hours that each faculty member has access to the ET. Julee explained that we now require the faculty member to attend the meeting that our GA has with the faculty GA to prevent faculty from having their new GA's taught every semester. This is to avoid recent problems with a faculty member requesting training via and IRC GA, and then simply sending them to their GA. This defeats the purpose of the faculty member gaining experience. Julee asks that the committee approve the proposal before it is sent to the Dean. Davison states that he likes the idea of the ET. Brian states that he wants to make sure that the ET knows what he/she is supposed to be doing. Jason explains that if hired, the ET would be reporting directly to him so he can make sure they are only doing appropriate jobs. Julee stated that the proposal would be drafted by the next meeting.
    - o **Wiki Status**- Jason stated the wiki has been created, and the main goal is to put all the information on it for review. Committee members are welcome to comment or edit it, and Jason will continue to work on it and is open to suggestions.
    - o **Meeting Frequency** (change to 2-3 times per semester/what days?) Jason asked if there is there a need to meet monthly. Chip stated that the group definitely needs a meeting in February and April. Jason agreed and stated he will take care of changing the schedule. Jason also suggested we can revisit the meeting time in the fall. Everyone agreed that the time of the meeting was fine for the time being. Chip stated that the second Friday of the month seems to work.

- o **Budget Concerns**—Lyle suggested that in the future, it would be helpful to have information from the Dean regarding impact of budget cuts on educational technology issues. Jason stated that he got the sense that currently there is a budget/spending freeze. Lyle then stated that Professional Development is the only fund that they (faculty) have access to…Jason stated the he may consider hosting a webinar in the future and charging for it. Lyle stated that he likes the idea of having a webinar. Jason stated he has discovered that some professors are hosting the own webinars for their students, may be useful to host one in the summer when faculty have more free time.