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**Technology Advisory Council**
**Minutes of November 12, 2010 meeting**

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Attendance: W. Kist, D. Mupinga, D. Cook, A. Ingram, L. Barton, B. DeHoff, A. Near, J. Henry, J. Piatt

## Welcome and Announcements

Jason opened the meeting, first asking if everyone had seen the previous meeting minutes. Jason asked if the council would like to approve the minutes, and a resounding yes was heard. Jason also suggested that to be green, all meeting minutes would be posted on the web page rather than being printed out. All agreed this sounded like a good idea.

## Reports

- IT Services Support Group
  - Aaron reported that Network storage server changes are slated for the next few weeks. Aaron moved the network to a new server. To connect from off campus, Mac users will need to download new software but PC users will have no changes in the way in which they normally connect. Aaron said that he will send out an email to clarify downloads and access when the update to the server is live.
- IRC
  - Julee reported that the Scholastic Book Fair will be held November 29th- December 3rd. An effort has been made to provide more adult literature at this book fair. The IRC usually makes approximately $500 in profit each time the book fair is held.
  - Julee also reported that the IRC got new wireless presenters and new digital voice recorders.
  - Lastly, Julee explained that technology-training workshops offered during the fall have seen poor attendance. Julee is working with GA's in the IRC to develop a concierge service for faculty who need one-on-one technology assistance.
- Distance Learning
  - Jason reported that there is planned course development for the BSPH/HED concentration. Three or four instructors will be paid to develop the courses per the standard Distance Learning Agreement.
  - D. Huntsman is presenting Jason's Distributed Learning Agreement Clinic idea to Rick Rubin. Deb indicated that there are pending changes to the DLA and that she would provide more information when available. Deb also said that she liked the idea of the clinics for the DLA, and she agrees that it would be a good idea for university attorneys and union reps to be available at the clinics.
  - Jason is in the process of developing an online tutorial for students in online courses that will help them become better online students. Work on this project will start in early 2011 and be ready for the end of summer, fall 2011 term. Dale asked is a similar tutorial will be available for faculty and Jason indicated yes. Jason also indicated the materials for faculty will consist of different levels (novice, intermediate, etc.) Davison also suggested that he would like to have availability for faculty to see students training-Jason agreed this was also a good idea.

## Old Business

- Jason will be posting a link to the final version of the National Ed Tech Plan on the web page later today.
  - Dale would like to know if it could be mentioned in the Newsletter in a summary, Jason stated that was a good idea. Dale also asked if the executive summary or abstract could be sent to the school directors, Jason indicated he would take care of this. Lyle announced the summary is 26 pages long, and Jason stated he could pare down the main points to one page.

- Work on Five-Year DL Plan

- o Jason has started data collection and identification of faculty development priorities as they related to DL. The survey sent to faculty asked roughly 10 questions about current and future plans for distance learning in the respective schools. Jason stated that the information gathered so far is helpful with some coordinators providing ideas for new DL courses and others stating that DL is not suitable for their particular program/area.
- Classroom Technology Priorities (Tech Fee)
  - o Additional Smartboards are suggested as one possibility by the group and Jason explained that there are pending Smartboard moves (2 units, one in annex, one in 221B).
  - o Jason provided an update from the Dean regarding Room Preference and Scheduling Issues. While the timetabling is still being worked on, the tentative plan is to have 90% of courses in a college within the home building.
    - ▪ The issue of teacher education students access to Smartboards came up again in regard to room preference. Dale said there is frustration by the faculty that their graduates are going into classrooms with Smartboards and don't know how to use them. Bill thinks the priority should be to get Smartboards into the classrooms and has seen a high number of classrooms in schools with Smartboards and students don't know how to use them. Bill would like to set a goal to have additional Smartboards by fall 2011. Davison and Albert would like to know how many rooms are available to the public and if there are particular classes that would use them more.
    - ▪ Lyle suggests that Smartboard training for faculty should correspond with the time the Smartboards are installed. Julee suggested that in the mean time we can work on getting the equipment. Dale also asked if the interactive projectors been looked into. Jason stated the concern there is about putting something in the classroom that the school districts are not using yet. Dale stated school districts are already using interactive projectors. Aaron stated that Smartboard and non Smartboard projectors are not compatible.
    - ▪ Dale suggested the way to move forward on this issue is for the TAC to present a formal resolution to the Dean stating that classrooms with SmartBoards should be always scheduled with teacher education students. Bill suggested it might be just as easy to put Smartboards in every class room on first floor and work way up floors of building, without concern of who is in the room. Dale suggested that Jason could speak with Cathie Bachtel to get the ball rolling. Aaron stated that mobile Smartboards could be used as well. Jason stated he will contact Cathie and the other schedulers and gather information.
    - ▪ Lastly, Julee stated we have three outdated projectors and as of winter break, all classrooms on first floor will have updated projectors.
- IRC
  - o As far as updating technology info and sharing with faculty, Jason and Julee are planning on having a GA work on updating the existing Camtastia videos. Albert asked if there is a way to check website usage. Julee and Jason said they were not sure this is possible with Commonspot.
  - o Jason stated that once updated info on faculty development, training, etc. was available, it would be shared at meetings next fall.
  - o Jason asked about student reps on the council and if anyone could suggest any names. Jason suggested that it might be good to get someone who is not too tech savvy. Dale suggested that Alexa Sandmann be contacted for ideas on potential students. Bill said that he thinks he can get some people, and then asked how many and what level. Jason stated one grad and one undergrad and it would be helpful if Bill could have the e-mail Jason.

**New Business**
- Continued work on DL 5 Year Plan (see initial work tasks below)

- o Jason brought up the subject of using Wikis as a collaborative space. Jason asked if Pbworks was okay, or if anyone had any other preferences. Lyle stated opposition to using MediaWiki. Everyone agreed that using a wiki sounds fine. Jason will contact Albert about creating a wiki space for the five-year plan. Jason would also like to collaborate using Google Docs and asked if everyone is comfortable with using Google Docs. Everyone said this was fine as well.
- o The group then discussed further identification of priorities for Tech Fee Funds. The topic of lab refresh came up. Julee stated that the refresh for room 211 has an estimated cost of around $19,000 but wouldn't be purchased until next fiscal year. Dale then asked how are labs used now are they used a lot or are they just there for people to connect, or do classes use them? Julee said the room schedulers make sure that people who use the computers get priority and the computers are used a lot. Dale posited there could be less of a use in the future for labs because people are bringing their own technology. Jason chimed in and stated that in the future there would need to be a different setup (re: portable devices, etc.)
    - ▪ Julee stated there has been a problem with theft of portable devices. Jason suggested there could be an "open lab" instead of a fixed lab. Dale stated that we may not want to refresh computer labs if people are going to have their own access to technology via phone or laptops. Jason said that a bigger issue is what people are using the labs for, an example is using social networking instead of actual work.
    - ▪ Davison then asked if it would make sense to get netbooks. Brian explained that there are several things that cannot be done on netbooks. Albert said perhaps we should spend some time this year thinking about what kind of computers are needed and what software and hardware is needed. Albert also thinks we may need one open lab for students to have access to software. Dale said that mobile feature needs to be considered, and need pre-service teacher input, taking into consideration what technology people already have access to on their own or in the classroom. A suggestion was made that we don't refresh labs and simply let people bring their own devices.
    - ▪ Aaron expressed concern with the trickledown effect for staff and faculty getting old computers/labs not being refreshed, etc. Dale thinks some schools have already gotten rid of labs. Dale said that perhaps the Business College might have already gotten rid of them. Albert and Aaron started discussing a laptop requirement and said there has been a study that supports that most students have access to a computer-the question is if they were mobile. Aaron presented the idea that if professors and students need access to software, we could shift to have a system were they remotely access the software they need and of course would use the VPN when off campus. Davison suggested we should look at what others who have already gotten rid of labs are doing. Jason stated that hypothetically desks should have built in power sources so people could plug in their lap tops. Lyle agreed and said that maybe installing power could be a priority Dale proposed asking the students what they think about labs.
    - ▪ Lastly in regard to Tech Fee funds, Julee stated White Hall needs three projectors replaced.
    - ▪ Jason asked if there are any other concerns. Dale said faculty may have other concerns that should be looked at. Aaron said he has received good input from faculty about needed software. Bill stated we are lucky to get new movable furniture been having students bringing mobile devices, and hasn't noticed a problem with lack of power for students mobile devices, and that our number one issue is to get Smartboards. Dale asked if we could think about getting a projector Smartboard combo. When asked about Sympodium use, Bill is seeing a use of that device. Bill stated the real issue is teachers not knowing how to use the board, and the danger is Smartboards just becomes another lecture tool, rather than something more interactive.
- o When the group started to discuss other Tech Fee usage and enhancements, Dale reminded us that the Dean shot down idea of having a display for front area. Jason said that perhaps we could look at other sources of money. Julee then suggested we could look at technology and distance

education budget.

- Future Meetings- Jason asked if the time/day would work for all future meetings this year. The suggestion for future meetings was approved and meetings are to be held on the second Friday of the month. Jason said he would update the calendar accordingly.
- Questions or concerns - none
- Other - none

**Five year plan initial work tasks (in no particular order)**

-Identify the various stakeholders, their needs, etc.
-data/information collection (Jason has already started the process of querying coordinators on DL possibilities in their areas)
-Identify timetables/benchmarks
-Identify ways to measure progress
-other?