

**1 Meeting Logistics**

Item	Description
Date	Friday, July 10, 2020
Time	10:00 AM
Location	Zoom

**2 Attendees**

Role	Name
Facilitator	David Hoyt
Note Taker	Julie Nevarez
Other Participants	Ann Blackman, Kathy Fant, Mark Garcia, Mervat Karout, Kelly Martin, Iain Michie, Michelle Millen, Dustin Potter, Heather Webb-Losh, Julia Wickett, Doug Willis, Summer Helm; Ben Miro
Not Attending	

**3 Purpose**

- Medium for communication between Information Technology and Academic Affairs on the current and new uses of technology for instruction to plan for the appropriate support infrastructure
- Research and discuss upcoming trends in instructional technology
- Identify, evaluate and recommend for implementation new instructional technology
- Review and revise procedures and parameters for technology usage
- Identify standard interfaces for instructional technology
- Review effectiveness of instructional technology
- Communication of committee decisions to the College community

**4 Agenda**

Topic	Owner	Minutes
OneLogin	D. Hoyt	We have several tabs for OneLogin and you can add your own stuff. You add in plug-in for chrome. It's a perk to OneLogin. Any horror stories about onelogin MK – I've hit that button several times and then I just choose to log in manually IM – just hit that check MK – yes but I have to hit it several times AB – I've had to do that as well, I've had to send it twice before it showed up on my phone
COVID Update	Everyone	Everyone's gotten the same emails from the president, I'm not really sure what we're doing for the Fall. Does anyone know if we're opening doors? DP – I've been on vacation and haven't checked email MK – Monday they will open the doors and let people in for social distancing. I got word from the assoc deans. If class has more than 12, it will move to a hybrid. Students are getting anxious, some still don't want to come back DH – I've heard rumors that the leadership team have been having conversations about what's going to happen. KF – on the webcam, is it the assoc deans getting those. If students don't have webcams who do we send them to IM – I haven't heard anything

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		<p>KF – maybe it’s our department            MK – there’s a website to direct students to for assistance, studentsuccess@collin.edu            DH – Alicia Huppe was saying that they may be lending out laptops            DP – some students were telling me that they didn’t have a webcam but now they do            DH – I know we’ve handed out some laptops to students            AB – on the Collin web page un COVID FAQ there is information for students that may need webcams or laptops            KF – our department was going to start using honorlock            DP – I started using honorlock this summer, puts a minor bearer. It’s not that reliable            MK – I agree, I’ve watched videos and students are taking to each other and other stuff going on. We need proctor testing, honorlock. I have a student that had an average of 39 before we went online and she finished the class with a B????            DP – I’ve read some research and these systems don’t work. The best thing to do is change your style because the technology isn’t really there            MK – I guess those people don’t teach because in a few of my classes I have to do testing. I would rather have a live proctor. I can’t change my style based on that research</p>
Canvas Update	H. Webb-Losh A. Blackman	<p>Canvas is still here. We have added a recording which has been helpful.            DH – conversation I had with Mike yesterday was big blue button and move that forward in the summer for fall.            AB – it allows 10 seat of canvas conferences, for students and faculty. It’s an alternative to zoom and it’s integrated into canvas. Only those connected to canvas can see these            IM – only folks that may attend the big blue button are those that are in the class            AB – yes, so it’s very helpful.            DP – does it have the breakout room feature?            AB – I don’t know that, mark is checking things out            DP – can students set up a meeting amongst themselves?            AB – mark is looking into what can be done            DH – can students to that in zoom            DP – I don’t think so but students will jump on an old session            AB – you as the instructor can set it. I tell the students, you can do these things but I can see them and hear what’s going on            MK – is there a way to add color on canvas?            AB – yes there is, there’s a lot of different ways. A meeting with an instructional design can help you with this.</p>
Office 365 Update	D. Hoyt	<p>Don’t have a lot, they keep adding to it. There’s a whiteboard feature and some other things.            DP – a lot of students aren’t getting a lot of stuff in their cougar web            DH – no because they’re getting it in 365            KF – I had a new student that received a cougar mail            DH – I’m getting ready to remove that. I’ll send out something saying to move your stuff because it’s going away</p>

Topic	Owner	Minutes
MicroSoft Teams	D. Hoyt A. Blackman	<p>We've integrated teams with canvas            AB – the integration with teams, Dustin that's where you can find the break out rooms.            Doug – we've used teams and we're doing all student appointments            AB – I've been so impressed with how the advising pivoted and using the sessions with one person facilitate and then breakout sessions            Doug – zoom, we have a host and answer general questions and then when we get deeper into things and more private, we'll move that student to a break out room. It's a 24 hour shut down but we have them set up for 15 mins, bookings is working really well. We did take our price down because examing doesn't waive the fee.            DP – does Microsoft bookings work well with canvas            Doug – I don't know because we don't use canvas            AB – summer and ben you're on here, can you please look into this            DP – I've been using setmore for years now to set up appts with students.            Doug – we'll give students a number to call at their designated time and then sometimes we can handle it via phone. If they need to come in, then they're allowed in.            DH – a lot of people have mentioned that bookings works really well.</p>
Zoom	D. Hoyt	<p>I've been trying to get a contact with zoom to ask them to sell me something, zoom is kind of slammed. But I'm trying to get every faculty/staff member a licensed account before fall. And then I'll speak with them about adding students. But you'll also get shared storage. I just got this information this morning.            AB – we've been able to get our processes down with zoom for students and faculty/staff from walking across campus to see if someone is in.            DP – Ann since you were singing praises for other folks but I've got to sing praises for your center</p>
Action Items	All	
Other items	All	
Upcoming Scheduled Meetings	All	