1 Meeting Logistics

Item	Description
Date	**Friday, February 22, 2019**
Time	**10:00 AM – 10:25 AM**
Location	**Zoom**

2 Attendees

Role	Name
Facilitator	**David Hoyt**
Note Taker	**Shirley Harmon**
Other Participants	**Kathy Fant, Mark Garcia, Mervat Karout, Kelly Martin, Michelle Millen, Dustin Potter, Heather Webb-Losh, Julia Wickett**
Not Attending	**Ann Blackman, Mike Dickson, and Iain Michie**

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
Syllabus Management System Update	M. Karout/ H. Webb	David got an update from Mary Barnes-Tilley; she talked with deans/associate deans who felt the system would be very helpful and they would be willing to move forward with including in the supplemental budget this year. Mervat said Mary sent her an email a couple of weeks ago with criteria that can be shared with the committee. Dustin suggested that faculty and Ann Blackman be involved to ensure training.
ECAR Student and Faculty Survey	H. Webb	Heather reported that the ECAR surveys are scheduled to go out after spring break. A notice about the survey will be published in Canvas with links provided there.
Faculty Technology Committee Update	M. Karout	No updates at this time.
Environmental Scanning	All	David recently saw that Canvas has picked up a company called "Portfolium" that has an initiative Mark may find beneficial regarding the virtual campus. It would allow for implementation of LinkedIn profiles, good for faculty and students listing portfolios linked to their accounts. David will research costs associated.

Topic	Owner	Minutes
Projects In Progress Review	All	ADA compliance with videos. No further update.
Other items	M. Garcia	Mark said Caspio is being used for administrative procedures and other processes and encouraged the committee to take a look at Microsoft Flow. He said it can be tied to Microsoft Forms, a go between that is not Caspio and that will save everything to OneDrive in an excel spreadsheet. David said it is logical for information that is not security sensitive. Michelle noted that this might be a great tool for her department's science program when it comes to employer and student surveys. Mark will follow up to see if there is a training course at Lynda.com on Flow.
Scheduled meetings	All	Friday, March 29, 2019 @ 10:00 am via Zoom Friday, May 3, 2019 @ 10:00 am via Zoom

5   Action Items

Action Item	Owner	Status/Update
Lock Down Browser in Classrooms	H. Webb-Losh	Heather reported that quite a few faculty are encouraging students to download Respondus Lock Down Browser at home. She has talked with David about whether is a good idea to put it in some of the classrooms so faculty can monitor testing. Mervat said it may be a good idea, but questioned whether it would be needed if the teacher is in the classroom. Heather said it is enabled in Canvas, but the actual browser is currently in the Testing Center and this would give another option for faculty. David said the college is licensed for Respondus so it can be used in any location. Dustin asked if it can only be used on college computers or on the student's device and what the process would be to download on their computers. Heather said it may give a false sense of security in that just because it is downloaded does not prevent a cheating scenario. Dustin and Heather will discuss further regarding utilizing in the classroom. Mark will research whether there is an option for use with mobile devices. Ann and Heather can work on information for use by the HelpDesk to support, and Heather will provide the link because it is different for each school. David will work with Mervat and the faculty committee to get the word out and to provide best practices for faculty.

6   Projects in Progress

Project	Owner	Status/Update
Canvas Submitting Grades to Banner Update	M. Garcia	We will be implementing Ellucian ILP for Canvas soon for real-time updating of students and faculty and submitting grades.
Multi Factor Authentication Invitation	D. Hoyt	No update at this time.
ADA Compliance for videos	A. Blackman	No update at this time.

Waiting for additional information, **In Progress**, **Follow-up** Needed