

1 Meeting Logistics

Item	Description
Date	Friday, March 29, 2019
Time	10:00 AM
Location	Zoom

2 Attendees

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

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	D. Hoyt	David gave the following update: We are working with Concourse to implement their syllabus tool. We had to send it out for bids and they close on Monday; not expecting a lot of responses. We are still heading down that road, but it is taking longer than expected because of the required bid process.
Faculty Technology Committee Update	M. Karout	Mervat said there was no report from the Faculty Technology Committee this month.
Environmental Scanning	All	

Topic	Owner	Minutes
Projects in Progress Review	D. Hoyt	David said there is a plan to get the project management group involved in projects. There are a lot of moving parts for faculty and staff. We will be moving students to Office 365. Last week the group working on this initiative met for the first time and a second meeting is scheduled for Monday. We are working on facilitation between faculty and students and plan to move students to collin.edu. Shane Ammons researched and found that a lot of institutions are having their students in same domain as faculty and staff. Directory information, release of information, ability to check directory information are all areas we need to work on and we will be working with Student Services on those areas. When we changed our domain to collin.edu a few years ago it was a seamless process. We have our notes on how we made the change to collin.edu and that will be helpful as we move student to Office 365. David will keep the Instructional Technology Committee informed as this project progresses.
Action Items	All	N/A
Other items	All	David: We are having a conversation about Concur. Many companies utilize Concur and we are looking at the best approach for the college's travel. We may reimplement Concur and utilize p-cards, integrating the two systems for reconciliation of travel expenses. The goal is to streamline the process, make it more self-service and utilizing p-cards in individuals selecting their own hotels and making other travel other arrangements. Will update as progress is made.
Upcoming Scheduled Meetings	All	Friday, May 3, 2019, 10 AM via Zoom. If we do not have any agenda items to discuss on that date, we will move the meeting to June.

5 Action Items

Action Item	Owner	Status/Update
Lock Down Browser in Classrooms	Heather W./Ann B.	Iain noted that we use Respondus lock down browser for testing. David said that the conversation has been taking place about loading it so faculty can utilize it in their classroom as well. Iain said if it is created in Respondus, then that particular browser will need to be used. David will work with Ann Blackman and Heather Webb-Losh to implement a pilot program. Mervat volunteered to pilot in her classroom at McKinney campus and David agreed.

6 Projects in Progress

Project	Owner	Status/Update
Canvas Submitting Grades to Banner Update	D. Hoyt	David reported that we have purchased pieces from Ellucian and will be moving forward starting in late spring or early summer for an implementation by the end of fall. The system will automatically update when a course instructor changes in Canvas, but we don't know all the nuisances yet.
Multi Factor Authentication Invitation	D.Hoyt	We are moving forward on implementing multi factor authentication and will give students the option to turn on for their Office 365 accounts. Some employees are already using and it is fairly painless. Shane Ammons is looking at different solutions with even more broad authentication.
ADA Compliance for videos	A. Blackman	No update. David said conversations are ongoing about moving into Office 365 Streams, setting up some of the videos we have and looking at more short-term videos that explain things in snippets. We will look at the ADA compliance side.

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