

1 Meeting Logistics

Item	Description
Date	Friday, May 4, 2018
Time	10:00 AM
Location	Zoom

2 Attendees

Role	Name
Facilitator	David Hoyt
Note Taker	Carol Harber
Other Participants	Mervat Karout, Julia Wickett, Kathy Fant, Dustin Potter, Andrew Marcontell, Heather Webb-Losh, Michelle Millen, Ann Blackman
Not Attending	Doug Willis, Shane Ammons, Kelly Martin, Mark Garcia

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
Prezi Update	D. Hoyt	<p>Two types: Enterprise account or Individual Account. Prezi suggests an entry-level Enterprise account for \$6000/year for 16 licenses (\$375 a license a year). Individual accounts are \$7/month or \$84 a year.</p> <p>Having conversation because Dual Credit students from Plano ISD (who have an institutional license) were using it. Presentation are more dynamic with Prezi. The question is if we need an Enterprise license at this time? Someone would have to manage the addition and deletion of accounts by faculty member. Small presentations (10-15 slides) work best. Larger ones are not feasible. It was discussed at Faculty Committee and most were unaware of it. Portable presentations are available with the individual subscriptions as well.</p> <p>Consensus – stay with individual accounts for the time being. Talk to their Dean for possible payment. David will type up something and Mervat will get it to the faculty.</p>

Topic	Owner	Minutes
Mutli-factor Authentication	D. Hoyt/D. Potter	Microsoft Multi-Factor Authentication for Office 365 was discussed. Google Authenticator was also discussed. Noted the authenticator is handy if you are not near good cell coverage. Need to have your phone with you. Super easy to use. More reliable than getting for texts. Only needed when you are not on campus. When logged into 365 Calendar, there is an issue when accessing OneDrive. Just need to log out and back in. Or go to the direct link to OneDrive: https://account.microsoft.com/account/onedrive . Need to get the word out to faculty on how to begin the process. Can we create a short Collin College based video to help people understand the process? Ann will start on a storyboard for the video. Communication from IT and access to the information on website for faculty/staff. ATNS webpage? Portal being developed by Michelle and Ann? Create training modules for best practices.
Faculty Technology Committee Update	M. Karout	Does not have anything this month.
Environmental Scanning	All	
Projects In Progress Review	All	
Action Items	All	
Other items	A. Blackman	SoftChalk – one year subscripton via Innovations Grant. 15 faculty in beta test group. Ann will send out the invites to the group next week. Summer Institute – moving forward. Dustin on committee.
Next scheduled meeting	All	Friday, June 29th @ 10:00 am via Zoom

5 Action Items

Action Item	Owner	Status/Update

6 Projects in Progress

Project	Owner	Status/Update
Canvas Submitting Grades to Banner Update	M. Garcia	No update.

<p>ECAR Student Survey</p>	<p>H Webb</p>	<p>ECAR Survey ended on April 20. 299 responses. Report in July. Will post in I drive. More responses this year than the last few years. Announcement went out through Canvas instead of email. It is a very long survey which hinders responses. Possibly making faculty aware of the survey window might get more responses. Incentives to students for participation? There is an option with EduCause (\$25 Amazon card), but we do not participate. David will look into getting approval for possibly doing our own incentives (Barnes and Noble card)? Submissions are anonymous, so that might be a problem. Some professors do not use Canvas, so that could be an issue. It was noted that the majority of students have at least one class in Canvas and the announcement will reach the majority of students.</p>
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Waiting for additional information, **In Progress**, **Follow-up** Needed