1   Meeting Logistics

Item	Description
Date	**Friday, September 13, 2019**
Time	**10:00 AM**
Location	**Zoom**

2   Attendees

Role	Name
Facilitator	**David Hoyt**
Note Taker	**Julie Nevarez**
Other Participants	**Ann Blackman, Michael Dickson, Kathy Fant, Mark Garcia, Mervat Karout, Kelly Martin, Iain Michie, Michelle Millen, Dustin Potter, Heather Webb-Losh, Julia Wickett, Doug Willis**
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

Agenda Topic	Owner	Minutes

Concourse	H. Webb	Ann – getting OAB syllabus updated. Mtg next week to update all.
		Dave – anybody heard anything on concourse
		Ann – one little thing is that staff responsible for working with faculty, if not role of teacher, they don't have access to concourse syllabus template. One small thing we're trying figure out
		Heather – figured out a way in, we can build them in directly to the test course of concourse. If built into the sandbox then it will be public. We'll work on that now that we have it going. Mary is taking a list of items to Deans/Assoc Deans meeting to see what they would like to add or subtract. What's difficult at Collin is that it's not divided very easily.
		Millen – is it because of the rubrics? Because we have faculty at different campuses.
		Heather -yes that's the issue. If we limit use, then they might now be able to see what's at their campus.
		Millen – create a tutorial for faculty and staff because they don't know how to do that. I was having Directors receiving hundreds and they would just approve. Challenge was they didn't know what to do with it.
		Heather – I think right now the best way to handle is do the rule and then the advanced search. That way you can look for it by preference.
		Millen – yes I think that's the best way because everyone knows what they need to look for
		Ann – Dave I'll take that on as an action item. I'll take you up on that offer Michelle and we'll touch base.
		Dave – Heather one question, do they wipe it out or what do they do.
		Heather – they haven't said that, doesn't look like they do. Looks like it'll be pretty static.
		Kathy – if I catch something in my syllabus what's the procedure. Does it have to go through the approval process again?
		Heather – if it's a minor change, no you don't have to. But if there is something major, like you forgot to add a quiz, then yes it has to go through the approval process.
		Micelle – at the Dean's level there are somethings we look at in a minor way and some look at it as a major thing.
		Heather – just depends on your area, we want to keep it similar
		Michelle – the ability of concourse was to truly be able to conduct things a more manageable way. We'll be able to back track in a audit trail which is great.
		Mervat – one thing I wanted to as about concourse, we thought that we were going to have access to concourse website to review templates. We didn't receive that and we are having to copy and paste every syllabus.
		Ann – that's one tool you did receive, you can copy and paste a syllabus for one to another.
		Mervat – is it possible to have a drop down menu that we can find the syllabi, is that possible.
		Heather – no we can't because of the way the rubrics are divided
		Ann – we are looking at other alternatives
		Dave – anything else on concourse
		Heather – no, as we stand now we have a little over 200. Looking good at how everyone is completing things. The first time in 35 years we're able to see what's missing in the content. It's been nice to be able to follow up with the faculty.
		Roy – one thing we ran into was that students can't see anything. Faculty hadn't created a home page even though they had their syllabus ready. Maybe future emails can address this.
		Dave – basically, here's the steps...

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		Dave – at this point we've discovered that we've had to handle the students as they are in their different groups. We're getting ready to change those applicants coming in to 365. The current students, we're going to tell them this is how you get to 365. We'll move them completely over on Jan 7, 2020. Other group on those that can come back and weren't here in the spring. We're not going to create them into a 365 account, we'll put them in _____ and explain how they need to get in. Michelle – those students that don't have an email account how do we handle those. Dave – we'll have to address that and figure that one out. Michelle – I think in the linked courses they get a grade. Dave – CE students just get pass/fail Kathy – I know there's a lot of things that are gonna get hammered out in the future Michelle – does FERPA apply to the CE students. One of the justifications for using Collin email is to be able to control that Dave – so CE students will be in active directory. Current students will authentic and then 1/7/20 they be moved over
Flash on Chromebooks	D. Hoyt	
Office 365 Move	D. Hoyt	
Faculty Technology Committee Update	M. Karout	Mervat – no updates, just looking at the access to Office 365. Dave – Summer would you show the resources page for us. As we send out the information, we'll be sending the link to the introduction page to show them how to get to everything Mervat – this is perfect. They really need this. Summer- we tried to put a link to everything they have access to Ann – in addition, Ofelia has been working with Randall in integrating 365 into his classes so we'll have examples how people are using 365 here at Collin. We're hoping to have information for all by fall. Kathy – the download is free. I did some research and they can download it. Dave – when we load them by 10/1, will this be an added feature? Kathy – it should be a feature. When I went into my 365 link I had to log in but now I don't. Mervat – I can teach my students how to do this. Dave – that's a good idea. But they'll still need to authenticate. Mark – I might be able to work with that Ann – I posted to the group chat how to link For Office 365, tell student to go to https://products.office.com/en-us/student/office-in-education and they can use their CougarMail email to sign up for free Mervat – yes I saw that and I've already tried it Ann – we need to tell them they've got all their google tools.

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Environmental Scanning	All	Ann – I'd like Roy to talk a little bit about the final few old style overhead projectors were going to go away because we have document cameras in all rooms Roy – created a powerpoint for folks and show how to use the document cameras. We're also creating a page to do some of those resources. Kinda like "here's how I do it". I've also told them to come see it, touch it so you know it works Ann – thank you Roy for doing all this. Michelle – Ann and Roy does this link back to the faculty starting line Ann – not yet Michelle – I present on Monday to the new faculty. This would be a good time to tell them about this Roy – I can send you the link Michelle – I'll highlight that on Monday. Michelle – who has them and who doesn't Mervat – I have them at my campus Dave – they should be at all campuses. If you don't see them just ask the techs Mark – I want to bring up an issue that I've seen some faculty have had. Some students have had problems with the syllabus tab and they need to see which tab is legitimate. The Syllabus needs to be changed to something different. The problem is that it is a hard tab in canvas. I'll show you how to do this… https://collin.instructure.com/calendar?include_contexts=course_848087&#view_name=agenda&courseSched Michelle – is finetime still available because I can't find it anymore Mark – I'm not sure but I'll look into it Dave – have we put in the markdown browser in the classrooms? Ann – I don't know Heather – I haven't heard about it being put in any classroom yet. Dave – we were talking about putting it in classrooms or maybe on line. They can load it at home… Ann – they can but if they run into problems, we aren't geek squad so that's the problem. Lockdown browser doesn't create a secured environment. We went through a very extensive of taking a scan of proctored options and took a day in the spring where we had 8 and narrowed down to two. How can we expect faculty to sit through every scan. So we're looking at what can be done.
Projects in Progress Review	All	Dave – no updates
Action Items	All	
Other items	All	
Upcoming Scheduled Meetings	All	Dave – next meeting November 1 at 9:00am

4   Action Items

Action Item	Owner	Status/Update
Lock Down Browser in Classrooms	Heather W./Ann B.	

5   Projects in Progress

Project	Owner	Status/Update
Canvas Submitting Grades to Banner Update	D. Hoyt	
Multi Factor Authentication Invitation	D. Hoyt	Dave – we're working on that trying to put in front of layer of authentication
ADA Compliance for videos	A. Blackman	Ann – Francis Choy is the person that's working on this and taking the course. Summer is also doing this. Francis and Andrew are working on a page for accessibility. There is a requirement to accessing the ability standards. Heather also has been working on the ARC media. Kathy – so there are instructional tools for the closed caption, do we have tools for that. Ann – yes we do