

1 Meeting Logistics

Item	Description
Date	Friday, September 14, 2018
Time	10:00 AM
Location	Zoom

2 Attendees

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

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	Mary Barnes-Tilley is scheduled to work with Faculty Technology on a Syllabus Management System. She worked with ConCourse at Blinn. Since syllabi are now required in Canvas, it has come to the forefront. Mervat has seen it and liked it. They were asked to look at other options as well. They have formed a subcommittee to review options and make recommendations. Dave said he would ask for recommendations from his discussion lists and pass them on to Mervat. Mervat asked Dave to attend a meeting next Friday with the subcommittee.
Faculty Technology Committee Update	M. Karout	Main project is syllabus management system. Some policies needed to be updated. It was noted that the syllabi need to be stored for 5 years. The recommended system would keep syllabi for 5 years, delete automatically and control permissions. Banner 9 – will they be able to see student’s pictures in the roster? David said yes, in a future update for Banner Self-Service. Expect release by end of the semester.

Topic	Owner	Minutes
Faculty Technology Committee Update (Con't)		<p>Mervat asked if the College had a site license for Camtasia. Faculty want high quality video capabilities. She stated that Zoom does not work well for them. Need to make short videos, but with high quality. Must be stored on YouTube as MP4. Mark suggested free product: Loom (Chrome add-in). Very easy and capable program. https://www.useloom.com Kelly, Heather and Ann mentioned that Canvas rich content editor will record up to 15minutes inside Canvas. https://community.canvaslms.com/docs/DOC-13057.</p> <p>Ann discussed being sure we are ADA compliant. Very important. Must have captioning on every video. Microsoft Stream should do that, but Mark has issues making it work. The Canvas video editor seems to only work with Chrome. Does not have screen capture, Heather thinks it is in the new update for Canvas. It stored in Canvas, but we don't think it counts against the size limits of the course.</p>
Environmental Scanning	M. Garcia	Chrome extension – Toby. Gettoby.com It is used to stored URL bookmarks and share with a team.
Projects In Progress Review	All	
Action Items	All	
Other items	All	<p>Starting Line Courses in Canvas. The first one was built for faculty. Many need specific information leading up to first day of class. Project was worked across departments. HR asked for Staff Starting Line. Both are listed on CougarWeb. Same design will be used for Student Starting Line.</p> <p>The information has been put in the New Hire packets and been integrated in training. Very well designed by eLC. One way push of information. Mervat will share with the faculty. All Staff now have accounts in Canvas, so they can access.</p> <p>Starting Line is meant to be a living breathing document. Should help to get Canvas information out to the faculty.</p> <p>Mark showed "Courses" option that is not housed in Canvas that can be accessed offline. Some stated it would be nice to have a set of three modules based on different course options.</p> <p>Should we do something with COE to promote highlighted courses for each semester – who use Canvas? Great idea.</p>

Topic	Owner	Minutes
Other Items (Con't)	All	Online student evaluation of instruction for all credit courses are now inside Canvas. Piloting now with Express classes. Quite a few instructors do not know how to cross list their classes and it is causing problems with evaluations. Must do it the way eLC and Canvas requires them. Quite a few courses that have multiple instructors. Banner adds and other people add them. They do not want to be evaluated in those courses, so Web Services goes in and changes extra instructors to TAs for evaluations to work properly. Must get the word out, especially to faculty that are mentoring Associate Faculty. Michelle Millen is presenting to Associate Deans today on this topic. Evaluations should be posted the week before the last day of classes. Heather can make the mentors a "Designer" and they will not be affected by the evaluations. Were there incentives to complete the survey? Just messages as a constant reminder ☺ Last reminder does not give the option to complete later.
Next scheduled meeting	All	Friday, October 12th @ 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	Canvas to Banner grades. Will revisit soon. Jeremy thinks we might be able to handle cross listed courses. If so, will beta test with Heather.
ECAR Student Survey	H Webb	299 students completed survey. Did it through Canvas instead of email. Looking forward to next year when all courses will use Canvas. Heather loaded data and comments to the Instructional Tech folder. Survey will include faculty next year. Will do around March/April. Last day will be April 1.
Multi Factor Authentication Invitation	D.Hoyt/A. Blackman	Not moved forward yet. Ann to look at video directions. Will work with Dave.

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