1   Meeting Logistics

Item	Description
Date	**Friday, October 12, 2018**
Time	**10:00 AM**
Location	**Zoom**

2   Attendees

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

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/ H. Webb	Mervat, Heather and George from Concourse will be scheduling an online demo for faculty and administrators. Michelle asked about whether is on the leadership team's radar and whether an academic team should be established to look approve a syllabus template. Mervat will talk with Jon Hardesty also. Since the meeting the demo has been scheduled for November 2, 2018 from Noon – 2p.m. Meeting link is available here: https://www.gotomeet.me/intellidemia/concourse---syllabus-management-collin-college
Online Proctored Exams – institutional pay update	A. Blackman	A lengthy discussion on the cost to students based on instructor testing requirements could lead to a large amount of money paid for by the students (unable to use financial aid). A subgroup of associate deans is working on this well. There was some discussion about putting the estimated cost of proctored exams in the notes of the schedule, however it was thought that it may change class enrollments. Further discussions will be ongoing.

Topic	Owner	Minutes
Student Starting Line in Canvas	M. Millen	Starting Line course is available to the team. Student Services will play a big role in content.
Faculty Technology Committee Update	M. Karout	Proposing a screen capture software – where zoom and canvas are deficient – for the January Faculty workshops. Mervat and Faculty Technology Committee will be investigating/recommendations options.
Environmental Scanning	All	
Projects In Progress Review	All	
Action Items	All	
Other items	All	Online Evaluations are in progress, still working on minor issues, but all in all they appear to be working. Reminded everyone, if a course has multiple instructors, each one will be evaluated. If they are not truly an instructor, they should be removed or changed to the designer or TA role. Discussed further ways to use CougarWeb in conjunction with the Student Starting Line course.
Next scheduled meeting	All	Friday, November 16th @ 10:00 am via Zoom

5   Action Items

Action Item	Owner	Status/Update
ConCourse Demo		November 2, 2018 from Noon – 2p.m. Meeting link is available here: https://www.gotomeet.me/intellidemia/concourse---syllabus-

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.
Multi Factor Authentication Invitation	D.Hoyt/A. Blackman	Not moved forward yet. Ann to look at video directions. Will work with Dave.
ADA Compliance for videos	All	

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