

1 Meeting Logistics

Item	Description
Date	Friday, November 16, 2018
Time	10:00 AM
Location	Zoom

2 Attendees

Role	Name
Facilitator	David Hoyt
Note Taker	Carol Harber
Other Participants	Mervat Karout, Dustin Potter, Heather Webb-Losh, Ann Blackman, Doug Willis, Kelly Martin, Julia Wickett, Michael Dickson
Not Attending	Kathy Fant, Michelle Millen, Mark Garcia, 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	M. Karout/ H. Webb	Met with Concourse on Nov 2 nd . Demo showed it was easy to use. Integrated well with Canvas. Mervat is trying it out. Syllabi are customizable. Need some guidance. Heather will met with their IT, has set up a time to meet after Thanksgiving. Just want to make sure how it connects to Banner, which single sign-on solutions they support. Did not receive any other vendor replies. Might be sole source. Concourse has been around since 2007, started by students. Fairly small but robust company. Mervat reached out to Dr. Hardesty about the determination of the standardized sections of the syllabus. Concourse mentioned they are working on book ordering. Might be able to send to B&N. Associate Deans would like the book ordering process to be streamlined and this might help. Several have had issues with getting the correct books at B&N. B&N is currently working on First Day Access to Coursework pilot program.

Topic	Owner	Minutes
Student Starting Line in Canvas Update	D. Hoyt/ A. Blackman	Third iteration of Starting Line – Michelle Millen – working with student enrollment services. It is moving along, possibly up and running within a month. Student app should be up and running also with access to some of the same information. People might look for information in different locations. Students might have a hard time finding Starting Line Courses in Canvas. Might be confusing. Working to make it easy to navigate. Dr. Huppe did a trial run. Its purpose is to organize existing content, not create new content. It is searchable. Concern that it might just be more white noise for the students. Need to be cautious in creating too much of a good thing. Canvas is being focused on the classes the students are currently enrolled in. Worth more conversation.
Faculty Technology Committee Update	M. Karout	New Microsoft Office 2019 version – are we going to deploy it? For classroom deployment, the request comes from Faculty Technology Committee. CS Professors are trying to update their classroom books and the 2019 version is included in the books. Dave will check with Shane to see if it have been vetted. It has been out for about 6 weeks.
Environmental Scanning	All	No update.
Projects In Progress Review	All	
Action Items	All	
Other items	All	
Next scheduled meeting	All	Friday, December 14th @ 10:00 am via Zoom. Be prepared for a possible cancellation.

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
Multi Factor Authentication Invitation	D.Hoyt/A. Blackman	Ann to meet with Dave in December.
Screen Capture Software	M. Karout / D. Potter	Putting together a talk for Faculty Development in January. Will recommended Zoom since the College already owns it.

Online Proctored Exams – institutional pay update	A. Blackman	At the Associate Dean level – meeting with ProctorU. ProctorU is providing more options. Mervat had a faculty member asked about it. Point faculty back to their associate deans for answers currently.
ADA Compliance for videos	A. Blackman	<p>ELC is looking for new ways to do things. Soft Chalk beta test has been successful, but has been found to not be an option. Looking at ArcMedia and TechSmith Relay. Might be beta testing both of these.</p> <p>Just using YouTube and their captioning, Does not make it ADA compliant. Just have video with the audio and have a script link. TechSmith Relay and ArcMedia offer all those options. Must be ADA compliant from the get-go, not after a student complains. Many of the courses are problematic, especially math courses. We are trying to get the best out there, but there is a lack of good programs to make it happen. Need to be documenting our best efforts.</p>

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