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Technology Council Meeting Notes
February 10, 2016

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Present – Carla Lowery, Lynn Dobbs, Amber Handy, Lisa McDaniel, Melinda Lowe, David Brooking, Susan Sobley, Rich Holden, Dana Walker, Nicole Welch, Jessica Henry, Marty Hatton, Rich Sobolewski, Shelley Moss, Melanie Freeman, Jennifer Moore, Megan Smith, Rodney Godfrey, Irene Pintada, Tammie McCoy, Barry Smith, Quincy Hughes

Minutes were approved for the 10/15/2015 meeting

Distance Education Subcommittee Report—Dr. Amber Handy

- The subcommittee met and developed goals for short, medium, and long term.
    o Short term
        ▪ Determine a common webcam for purchase through the bookstore as a course/lab fee
            • Currently looking into two types that cost between $15-$20
    o Medium term
        ▪ Continue to develop training opportunities for teachers (online and in class)
        ▪ Make steps toward designating hybrid courses in the catalog so that students will know what they are getting into when they sign up for a course
    o Long term
        ▪ Hire Instructional Designer
        ▪ Continue to develop tutorials for things such as Canvas
        ▪ Develop requirements for online course participation
        ▪ Attempt to create a mandatory laptop policy that would allow students to pick from 3 to 4 options
            • Goal would be for students to be able to use financial aid for this to purchase through the campus bookstore
            • Subgroup of Admissions, Accounting, and Financial Aid is needed to determine how this could work at The W as far as tracking, billing, etc.
        ▪ Determine how to define student contact hours in courses that are taught online
        ▪ Wireless issues should be looked at such as do we have the capacity to handle WiFi for students carrying multiple devices

- Annual Technology Surveys
    o Students
        ▪ Delete question 4
        ▪ Reword question 5 to read "Please describe your experience with Canvas support"
        ▪ Add a question asking how many wireless devices do students connect with on campus

- Add question asking how many students already own a laptop at the time that they enroll
  - Faculty
    - Reword question 3 to read "Please identify any **technology** training needs…"
    - Add a question asking about instructional technology needs such as new software/hardware needed
    - Add question asking if instructor is primarily an online or in classroom instructor
    - Add question asking what reservations some have about teaching online
    - Add a question asking how many wireless devices do faculty connect with on campus
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  - Staff
    - Reword question 3 to read "Please identify any **technology** training needs…"
    - Reword question 2 to read "What do you consider the most pressing and immediate technological concerns for campus **or in your area** at present?"
    - Add a question asking how many wireless devices do staff connect with on campus

- General Announcements
  - McDevitt labs are purchasing 3-5 webcams to be checked out for use in the labs for authentication
  - Human Resources will transition to reporting leave