

**Academic Technology Advisory Committee
Committee Chair, Michael Greenwich
Meeting Minutes January 27, 2017
West Charleston F-102**

Attendance: See the end of the minutes.

Proxies: Paul Billings for David Hardy

Ex-Officio Proxies: Michael Greenwich for Jann Carson

I. Call to Order

A. Chair Michael Greenwich called the meeting to order at 10:03 a.m.

II. Opening Remarks

A. Chair Greenwich welcomed the committee members back for the spring 2017 semester.

III. Reports

A. eLearning & Canvas Report: (Terry Norris)

1. Terry indicated that webinars for Turn It In are still being offered, including a session next Friday, (02/03).
2. Demonstrations will be held for the close captioning software which is especially used for videos presented in on-line classes.

B. CAPE Report: (Michael Greenwich for Jann Carson)

1. Michael stated that we may lose access to Lynda.com due to lack of use. This training site can be a valuable resource for training.
2. Workshops for web page owners continue to be available.

C. Web Report: (Mike Fite)

1. Mike reiterated that all faculty and staff have full access to Lynda.com.
2. Page owner training sessions are available monthly. One factor to remember is that, currently, a page can only have one owner.
3. The internal web site may launch sometime in the middle of this semester.
4. The single sign-on system might be active by late fall of 2017.
5. Old content from the archive site is still being migrated to the new site. The archive site will be brought down in stages, with an anticipated completion by the end of this semester.

D. OTS Report: (Cheryl Feldmeier)

1. Cheryl reported that web page designs must meet CSN criteria for looks, as well as other factors like ADA accessibility. Further, it is important to keep links and files, (such as documents and pdf files), current. There are many typographical errors, broken links, and outdated files on many pages.
2. Lynda.com also has training paths that can be set-up as a series of trainings for teams. Reports and certificates are also available.

3. The single sign-on system will be customizable, so that other pages/sites can be added to the single sign-on feature. The single sign-on system will roll out in a series of phases utilizing pilot groups.
4. Completion of the technology survey that was recently distributed via email was encouraged. Wilfred Lewis added that facilities tries to support the demands for furniture and technology, balanced with the demands to further standardize our classrooms. The responses on the surveys will give OTS and facilities much needed feedback and input on faculty needs and priorities.
5. The computer refresh will hopefully include adding some new smartrooms, as well as refreshes for desktops and laptop computers. It is also important that departments bring in laptops and other devices at least once every six months. This keeps the items in OTS inventory and tracked for refreshes. If there is old technology in classrooms or offices, (especially forgotten-about items in desk drawers and storage cabinets), let OTS know so they can deal with it.
6. OTS is looking for several RFID scanners. If found, please let OTS know.

E. iNtegrate/MyCSN Report: (Connie Newton)

1. Connie indicated that there was no news to report.
2. A question was posed regarding the wait list feature. Connie explained that currently, the waitlist is shut off when late registration starts. Connie indicated that this may be able to be changed.

F. Budget Report: (Lisa Bakke)

1. Lisa indicated that the budget for refreshes was still unknown.
2. She advised the committee that the recommendations for equipment requests should not exceed the \$250,000 budget. She pointed out that the final costs of many requests actually exceed the initial amount requested, so to make a recommendation that goes beyond the budget, even by a small amount, could have large impacts.

IV. Approval of Minutes of the December 2, 2016 Meeting

- A. These minutes were approved unanimously as written.

V. Equipment Request Ranking Approval & Recommendation

- A. A unanimous vote recommended supporting the top 25 ranked equipment requests, with the remaining requests to be forwarded to the budget committee for further consideration.

VI. Standard Criteria for Equipment Request Ranking

- A. Michael Greenwich presented items within the current application forms, and reviewed his personal strategy for making his rankings.
- B. Discussion indicated that the diversity within ATAC membership helps to ensure well rounded rankings. Thus, standardized criteria were not seen as necessary. It may be of more utility to revise the application forms. In this, it could also be made clearer to the applicants what the committee's review standards are.
- C. It was suggested that a general guideline for making rankings be provided to new members of the committee to help them in making their rankings.
- D. Michael invited members of the committee to email him with input regarding potential changes to the forms.

VII. Other Business

A. None

VIII. Adjournment

A. The meeting was adjourned at 11:27 a.m.

Attendance

Voting Members	Area	Present	Proxy	Absent
Adams, James	Health Sciences			X
Bearer, Karen	Health Sciences			X
Billings, Paul	Education, Behavioral & Social Sciences (ATAC Secretary)	X		
Danforth, Courtney	Arts & Letters	X		
Fortner, Anthony	Accounting	X		
Goldwater, David	Science & Mathematics	X		
Greenwich, Michael	Science & Mathematics (ATAC Chair)	X		
Hall, Rosemary	Counseling	X		
Hardy, David	Advanced & Applied Technologies		X	
James, Tim	Arts & Letters	X		
King, Emily	Library	X		
Leavell, David	Arts & Letters	X		
Lines, Christine	Arts & Letters	X		
Michelson, Rhett	Science & Mathematics		X	
Mucha, Avis	Health Sciences			X
Pannell, Diane	Advanced & Applied Technologies	X		
Perez, Sheri	Education, Behavioral & Social Sciences	X		
Saladino, Steve	Education, Behavioral & Social Sciences			X

Ex Officio	Area	Present	Proxy	Absent
Bakke, Lisa	Director, Budget Services	X		
Bearce, John	Director, Institutional Research			X
Carson, Jann	Director, CAPE		X	
Charlton, Patty	VP of Finance & Budget			X
Feldmeier, Cheryl	Director, User Services, OTS	X		
Fite, Mike	Webmaster	X		
Lewis, Wilfred	Director, Facilities Management	X		
Newton, Connie	Executive Director, Business Operations	X		
Norris, Terry	Director, Office of eLearning	X		
Vaithyalingam, Mugunth	Chief Technology Officer			X