

**Academic Technology Advisory Committee
Committee Chair, Michael Greenwich
Meeting Minutes December 2, 2016
West Charleston F-102**

Attendance: See the end of the minutes.

Proxies: David Goldwater for Rhett Michaelson.

Ex-Officio Proxies: Monty Young for Connie Newton; Mike Fite for Cheryl Feldmeier.

I. Call to Order

A. Chair Michael Greenwich called the meeting to order at 10:00 a.m.

II. Opening Remarks

A. Chair Greenwich noted that there were changes in the equipment request timeline this semester.

III. Reports

A. Budget Report: (Lisa Bakke)

1. Lisa reported that operating requests took priority, causing the delays in the processing of equipment requests. The revised timeline includes:
01/20/17 – deadline for ATAC members to submit rankings to the Budget Office
01/27/17 – ATAC will vote on finalized rankings
2. There will likely be about 85 equipment requests, and the budget is only estimated to be about \$250,000.
3. The budget is still unknown in regard to computer/classroom refreshes.

B. CAPE Report: (Jann Carson)

1. Jann was unable to attend the meeting. Michael Greenwich stated that no report was forwarded to the committee.

C. eLearning & Canvas Report: (Terry Norris)

1. Terry indicated that the student online readiness assessment and orientation are projected to be in place for the fall 2017 semester.
2. Turn It In, (anti-plagiarism software), is now active. Training sessions are available.
3. There will be workshops available for training in Quality Matters in the spring of 2017.
4. The renewal of the contract with Canvas will occur in the spring. No issues are anticipated. Several Canvas workshops will be available during the spring convocation week.

D. OTS Report: (Mike Fite for Cheryl Feldmeier)

1. Mike reported that Cheryl was unable to attend, but there was no information to present to the committee.

E. Web Report: (Mike Fite)

1. Mike indicated that there are weekly classes being offered for web page owners.
2. A RFP is currently out for development of the single sign-on system for the internal site. This process is on schedule.

F. iNtegrate/MyCSN Report: (Monty Young for Connie Newton)

1. Monty indicated that there was nothing new to report to the committee. He did add that the single sign-on system may be up in the next one to two months.

V. Approval of Minutes of the September 16 Meeting

- A. These minutes were approved unanimously as written.

VI. Equipment Request New Timeline

- A. Michael Greenwich reviewed the following timeline changes as described above by Lisa Bakke. He also reminded the committee that we are using a 1-10 rating for the requests.

VII. Other Business

- A. A discussion took place examining the relative merits of developing standardized criteria for ranking the requests, as well as if the criteria should be mere guidance or directives.
- B. Regarding the possibility of revising the equipment request application forms was further discussed.
- C. It was determined that time would be devoted in the spring semester to further evaluate these two issues.

VIII. Adjournment

- A. The meeting was adjourned at 10:59 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