

# Instructional Technology Committee

## Meeting Minutes

November 3, 2014, 3:00 p.m.

**Present:** Loren Davis, Chair; Kelley Meeusen, Recording Secretary; Michael Taylor, Dean Massey, Trisha Autry, Wendy Noffke.

**Unable to Attend:** Darryl Owens, Michelle Hillesland

**Call to Order:** 3:05 p.m.

### Agenda

- Scope of Work:** there was considerable discussion about the scope of work of this committee in regards to the remainder of the agenda items (except #5: New Chair). Much of the discussion centered on the infrastructure challenges faced at this college, and how we can address this within the boundaries of our mission statement. One idea discussed and moved forward was the use of a faculty survey to identify faculty technology needs and support the position of this committee that it is strategically important for this college to improve our instructional technology infrastructure. This survey will be developed by members using Google Docs. It was decided that this survey should be:
  - Positive,
  - Technology neutral,
  - Focused on faculty teaching tasks rather than specific technology solutions, and
  - Offer a chance to identify challenges.
- Mobile Initiative:** again it was recognized by members that our mobile initiative (iPads) has stalled, and that one of the principle reasons is that the initiative has stalled is that first-round iPads have not been returned for distribution to second-round participants. Loren Davis will follow up with Deans to seek return of the iPads from first-round users.
- Suggestions for Minimum Classroom Technology:** The discussion on this item focused on operating system-neutral technology; in other words, any device could be supported. There was discussion concerning some under-utilized technology already employed in classrooms, and faculty professional development to support technology adoption and use. A Google Doc will be developed for all members to contribute their thoughts on this, and Kelley will follow up with Elaine Holster who had previous compiled some information on this topic.
- Meeting Structure:** It was recognized by members that a Blog model was not particularly effective for this group. It was decided that we will continue to meet in the traditional format, but better support our meetings and work activities using web-based collaboration tools.
- New Chair:** We did not get to this agenda item.
- iPad Connectivity:** discussion on this topic focused on infrastructure as described in item #1.

**Adjournment:** 4:00 p.m.

### Action Items:

- Kelley:** type draft minutes and forward to members for review. Upon approval, minutes will be forwarded to Rory for posting on college web site.
- Kelley:** created shared Google folder with the following documents

- Potential survey questions
- Minimum technology for classrooms
- **Loren:** seek help from Instruction Leadership Group to secure return of round-one iPads.
- **All Members:** collaborate in development of survey items and minimum technology for classrooms on Google Docs.

Kelley L. Meeusen, Recording Secretary  
November 4, 2014