

CCRI Governance Appendix II



Governance Council Committee Meetings

Agenda

Academic Technology Advisory Committee	
Date of Agenda Posting:	2/12/14
Meeting Date:	2/14/14
Meeting Start Time:	1:30 PM
Meeting Actual Start Time:	
Meeting Location:	KN 4104, FL 1332, NC 200
Meeting Secretary :	Lisa Penta

Member Attendance

Committee Member Name	Title	Present	Notes
	IT	Y/N	<i>An example to include: Mr. Smith participated via teleconference from the Lincoln campus.</i>
John Araujo	Senior Admissions Officer, Enrollment Services		
Jerry Bernardini	Professor, Dept. Chair, Engineering & Technology		2 Yr
Maggie Burke	Assistant Professor, DL Coordinator		N/A
MaryAdele Combe	Manager – User Services, IT		1 Yr
Kent Gates	Budget Specialist II, Business Office		N/A
Gene Grande	Senior Information Technician, IT		2 Yr
Cindy Hansen	Associate Professor, Biology		1 Yr

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Kay Johnson	Professor, Computer Studies & Information Processing		2 Yr
Donna Mesolella	Coordinator, Academic Affairs		N/A
Jaime Nash	Director, Training & Development (CWCE)		N/A
Carol Panaccione	Professor, Foreign Languages		1 Yr
Bill Pellicio	Professor, Human Services		1 Yr
Elizabeth Penta	Assistant Professor, Library		2 Yr
Beverly Pepe	Professor, Mathematics		1 Yr
Robyn Younkin	Professor, English Department		1 yr
Guests in Attendance			

Agenda

Old Business	
Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> • Metrics Subcommittee Outcome: A subcommittee made up of MaryAdele Combe, Maggie Burke, and Beverly Pepe was formed to identify metrics or surveys needed to measure relevancy and satisfaction with student e-mail and other services related to teaching and learning with technology. If completed, this subcommittee will report their suggestions of actions to the full ATAC committee at the next meeting. 	<p>The subcommittee has not met.</p>

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Agenda Item 2	Notes on Discussion
<ul style="list-style-type: none"> • Faculty Technology Development Subcommittee Outcome: We will form a subcommittee to inform faculty technology development need and advise on instructional technology programs. The members of this subcommittee are MaryAdele Combe, Jerry Bernardini, Jeanne Mullaney and several members of MaryAdele’s staff (as invited guests). Maggie Burke will see if her schedule in the Spring semester will permit her to serve on this subcommittee. 	<p>The Subcommittee has not met.</p>
New Business	
Agenda Item 3	Notes on Discussion
<p>CCRI Media Library Subcommittee Report.</p> <ul style="list-style-type: none"> • Subcommittee met on Thursday, January 30, 1:30 – 2:30 PM. <p>Action Items:</p> <ul style="list-style-type: none"> • Provide sample of poorly recorded Helix video that rendered well in another venue. • Marla will try Camtasia Relay now that files are published to the Helix server. (Marla reported that she has successfully used Relay with the Helix server on her Mac.) • Explore output formats in Camtasia Relay for editing in Studio. • Troubleshoot why the Camtasia Relay remote recorder is not 	

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<p>working.</p> <ul style="list-style-type: none"> • Develop best practices and detailed documentation for creating videos in Camtasia Relay and Studio. 	
<p>Agenda Item 4</p>	<p>Notes on Discussion</p>
<p>Bb Advisory Subcommittee Report.</p> <ul style="list-style-type: none"> • Subcommittee met on Thursday, January 30, 2:30 - 3:30 PM. <p>Action Items:</p> <ul style="list-style-type: none"> • Change Bb Banner query to include waitlisted enrollments. 	
<p>Agenda Item 5</p>	<p>Notes on Discussion</p>
<ul style="list-style-type: none"> • John Araujo’s Term: 1 or 2 Years? Change MaryAdele’s term to 2 years. 	
<p>Agenda Item 6</p>	
<ul style="list-style-type: none"> • ITAC Updates: The following recommendations were sent to ITAC for the 1/15/14 ITAC Agenda: • DL and Hybrid Course Registration: Pop-up for students enrolling in DL and hybrid courses. Recommend adding a “pop-up” for students enrolling in online and hybrid courses that informs the student that s/he is registered for an online or hybrid course and requires that the student acknowledge it before proceeding. DLAC will write the 	

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<p>text and will mention the possibility of on-campus testing and meetings for fully online courses.</p> <ul style="list-style-type: none"> • Request for accommodations in Banner for DL students. We recommend adding a secure, confidential piece into Banner that will allow online students to share their request for accommodations with their DL faculty. We want to insure that faculty can edit the accommodation. <p>FERPA and email: request a clarification statement from CCRI's FERPA agent. We request a clarification statement from CCRI's FERPA agent – Tom Pitts – about FERPA and e-mail.</p>	
Agenda Item 7	
<ul style="list-style-type: none"> • IT Communication to Faculty 	
Agenda Item 8	
<ul style="list-style-type: none"> • Bb Course Quota Policy 	
Agenda Item 9	
<ul style="list-style-type: none"> • Apple iPads 	
Agenda Item 10	
<p>Announcements</p> <ul style="list-style-type: none"> • FERPA Webinar • Captivate Pilot • New Bb Rep & Client 	

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Success Rep	
Agenda Item 11	
<ul style="list-style-type: none"> • Establish next meeting date / time 	

Meeting Action Items

Action	Assigned To	Deadline
<i>Example: Posting the minutes electronically</i>	<i>Secretary</i>	<i>7 business days after conclusion of meeting</i>
<i>Example: Items approved by committee</i>	<i>Chair – forward to Senior officer</i>	<i>7 business days after conclusion of meeting</i>

Decisions Made

Decision 1	
Decision 2	
Decision 3	

Meeting End

Meeting Schedule End:	3:00 PM
Meeting Actual End:	
Next Meeting Date:	
Next Meeting Time:	
Next Meeting Location:	