

CCRI Governance Appendix II



Governance Council Committee Meetings

Agenda

Academic Technology Advisory Committee	
Date of Agenda Posting:	4/23/14
Meeting Date:	4/25/14
Meeting Start Time:	1:30 PM
Meeting Actual Start Time:	
Meeting Location:	KN 4104, FL 1332, NC 200

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	N	
Jerry Bernardini	Professor, Dept. Chair, Engineering & Technology		2 Yr
Maggie Burke	Assistant Professor, DL Coordinator		N/A
MaryAdele Combe	Manager – User Services, IT		2Yr
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	N	2 Yr
Donna Mesolella	Coordinator, Academic Affairs	N	N/A
Jaime Nash	Director, Training & Development (CWCE)		N/A
Carol Panaccione	Professor, Foreign Languages	N	1 Yr
Bill Pellicio	Professor, Human Services		1 Yr
Elizabeth Penta	Assistant Professor, Library	Will be late	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>
Agenda Item 3	
<p>CCRI Media Library Subcommittee Report.</p> <ul style="list-style-type: none">• MaryAdele presented ATAC concerns about the CCRI Media Library from February 14 meeting to IT technical staff:<ol style="list-style-type: none">1. Faculty inability to create videos that can be accessed immediately:<ul style="list-style-type: none">- IT is researching whether the encoding speed can be improved, but for now users will have to plan accordingly.2. The ability for videos to be made public by the user rather than being directly deposited into the user’s Blackboard	

<p>account.</p> <ul style="list-style-type: none">- Instructors can now request a “public” account in addition to their CCRI Media Library default “private” account. A form will be made available to request the public account. <p>3. It was further suggested that because of the meager usage of the current system, the subcommittee should find a way to determine if the College is meeting the Faculty’s video-producing needs; what exactly those needs are; and to devise a plan to find out (e.g. SurveyMonkey).</p> <ul style="list-style-type: none">- The CCRI Media Library currently has 1500+ videos posted to 44 individual accounts. IT will continue to vet the viability of this service and explore alternatives as necessary. Currently the service is functioning as designed. <ul style="list-style-type: none">• Explore output formats in Camtasia Relay for editing in Studio.<ul style="list-style-type: none">- Discovery work in progress.• Troubleshoot why the Camtasia Relay remote recorder is not working.<ul style="list-style-type: none">- Remote recorder must be used in conjunction with VPN since Camtasia Relay is a campus only	
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<p>service. Alternatively files may be recorded off-site and later uploaded to the media server from a campus location. Documentation is available.</p> <ul style="list-style-type: none">• Develop best practices and detailed documentation for creating videos in Camtasia Relay and Studio.<ul style="list-style-type: none">- Detailed documentation is available for Camtasia Relay on the IT web site. Documentation for Camtasia Studio is available from Techsmith. CCRI best practices for Studio are in progress.	
New Business	
Agenda Item 4	
<p>ITAC Updates: The following recommendations were sent to ITAC for the 3/19/14 ITAC Agenda:</p> <ul style="list-style-type: none">• Change Bb Banner query to include new students whose registration for a single course is wait-listed. ATAC recommends that IT find a way to load first-time enrollees into Blackboard when a new student is wait-listed for the only course they are registered for.• IT notification ability during times of maintenance and/or emergency Instructors and students must	

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receive timely notification to their CCRI email accounts when systems are going to be interrupted.	
Agenda Item 5	
<ul style="list-style-type: none"> • FrontPage Faculty Web Server end-of-life • 	
Agenda Item 6	
<ul style="list-style-type: none"> • Bb Course Quotas 	
Agenda Item 7	
<ul style="list-style-type: none"> • Bb Service Pack 14 • 	
Agenda Item 8	
<ul style="list-style-type: none"> • Bb Publisher Building Blocks 	
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	

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Decision 3	

Meeting End

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