PROGRAM COMMITTEE NAME:	Academic Technology Committee		
CHAIRPERSON:	Mark Hanna		
MEETING DATE:	10-16-2015	MEETING TIME:	10 A. M.
RECORDER:	Mark Hanna	PREVIOUS MEETING:	None
		MEETING PLACE:	Ware Student Commons Room 405

List all members of the committee, then place an X in the box left of name of those present

COMMITTEE MEMBERS

	NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL
X	Kim Boyd				
X	Amanda Pendleton				
X	Walter Webb				
X	Verena Johnson				
X	DeWayne Higgs				
	Kendra Hubbard				
X	Judy Isbell				
X	Alan Kee				
	Danielle Arias				
X	Daniel Esquivel				
X	Jeff Gibson				
	Toni Gray				
	Mark Hanna				
X	April Sessler				
X	Heather Voran				
X	Bob Gustin				
X	Diane Brice				
X	Tyler Grant - Alternate				
X	Maria Juarez - Alternate				

EX-OFFICIO'S PRESENT

X	Lee Colaw		

AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Old Business:		
None		
Continuing Business:		
None		

Advisory Committee Meeting Minutes

KEY DISCUSSION POINTS	DISCUSSION	
New Business:		
Query to deans and department heads	Identify who are the computer lab and laptop cart supervisors at the college. Send query to deans and department heads.	Heather Voran
Future meetings	Members decided to meet every two weeks on Fridays to work through the outstanding issues.	Mark Hanna
Curriculum Decisions:		
Other:		
Continuing Business		
Old Business:		
KEY DISCUSSION POINTS	**DISCUSSION**	
New Business:		
Member introductions	Each person present introduced themselves	
Committee's purpose	Chairman read the purpose statement and asked for comments. Members were clear about the purpose.	
Committee's organization structure	Members said they understood their role as representing their area in the college community	
Call for future discussion topics and action items	Members voiced concerns about technology issues affecting instruction and student success: Faculty responsibility for student laptops; computer labs' locations and number of computers per lab; life cycle computer replacements; classroom card swipes; gradebooks in Blackboard and Ellucian; online accessibility; maleware problems and enterprise solutions; bring your own device (BYOD); students who never access the network; internet and network downtime especially for tests; downtime best practices for students to get assignments and test completed; identifying trainers for the different areas of the college; problems with lock-down browsers; do not have a list of computer lab and laptop cart supervisors; guidelines for reasonable expectations for computer lab supervisors and developing a community of practice. Members chose these topics to start addressing issues: Web accessibility; identify who are the computer lab and laptop cart supervisors; maintenance schedule for lab laptops as part of best practices; checklist of student-owned devices and their use at the college	
Curriculum Decisions:	Lee Colaw recommended using the portal for committee information.	

Advisory Committee Meeting Minutes

Other:		

| Chairperson Signature: *Mark A. Hanson* | Date: October 27, 2015 | Next Meeting: October 30, 2015 |