

# Advisory Committee Meeting Minutes

|   |              |  |              |                       |                               |
|---|--------------|--|--------------|-----------------------|-------------------------------|
| <b>PROGRAM COMMITTEE NAME:</b>  |              | Academic Technology Committee  |              |                       |                               |
| <b>CHAIRPERSON:</b>   | Mark Hanna   |  |              |                       |                               |
| <b>MEETING DATE:</b>  | 12-4-2015    | <b>MEETING TIME:</b>   | 10 A.M.      | <b>MEETING PLACE:</b> | Ware Student Commons Room 405 |
| <b>RECORDER:</b>  | Mark Hanna   | <b>PREVIOUS MEETING:</b>   |              | 10-30-2015            |                               |
| <b>COMMITTEE MEMBERS</b>  |              |  |              |                       |                               |
| List all members of the committee, then place an X in the box left of name of those present |              |  |              |                       |                               |
| <b>NAME</b>   | <b>TITLE</b> | <b>EMPLOYER INFO</b>   | <b>PHONE</b> | <b>EMAIL</b>          |                               |
| Kim Boyd  |              |  |              |                       |                               |
| Amanda Pendleton  |              |  |              |                       |                               |
| X Walter Webb   |              |  |              |                       |                               |
| X Verena Johnson  |              |  |              |                       |                               |
| X DeWayne Higgs   |              |  |              |                       |                               |
| Kendra Hubbard  |              |  |              |                       |                               |
| X Judy Isbell   |              |  |              |                       |                               |
| Beth Rodriguez  |              |  |              |                       |                               |
| Danielle Arias  |              |  |              |                       |                               |
| Daniel Esquivel   |              |  |              |                       |                               |
| X Jeff Gibson   |              |  |              |                       |                               |
| Toni Gray   |              |  |              |                       |                               |
| Mark Hanna  |              |  |              |                       |                               |
| X April Sessler   |              |  |              |                       |                               |
| X Heather Voran   |              |  |              |                       |                               |
| X Bob Gustin  |              |  |              |                       |                               |
| Diane Brice   |              |  |              |                       |                               |
| X Brenda Rossnagel  |              |  |              |                       |                               |
| <b>EX-OFFICIO'S PRESENT</b>   |              |  |              |                       |                               |
| X Lee Colaw   |              |  |              |                       |                               |
| <b>AGENDA ITEM</b>  |              | <b>ACTION DISCUSSION INFORMATION</b>   |              |                       | <b>RESPONSIBILITY</b>         |
| Old Business:   |              |  |              |                       |                               |
| Approval of minutes from 10-30-2015   |              | Minutes were approved as distributed   |              |                       |                               |
| Continuing Business:  |              |  |              |                       |                               |
| Report on computer lab and laptop cart supervisors at AC                                    |              | Lee Colaw said he will bring a list of labs and laptop carts and their responsible supervisors at the next committee meeting. ITS in partnership with Center for |              |                       | Lee Colaw                     |



### Advisory Committee Meeting Minutes

|   |  |               |
|---|--|---------------|
|   | Teaching and Learning will develop guidelines for lab and cart maintenance.  |               |
| New Business:   |  |               |
| Collaborate conferencing for committee meetings                                   | Heather Voran will setup Collaborate sessions for member participation in future committee meetings.   | Heather Voran |
| Curriculum Decisions:   |  |               |
|   |  |               |
| Other:  |  |               |
|   |  |               |
|   |  |               |
| <b>KEY DISCUSSION POINTS</b>  | <b>DISCUSSION</b>  |               |
| Old Business:   |  |               |
|   |  |               |
| Continuing Business   |  |               |
| Report on computer lab and laptop cart supervisors at AC                          | <p>Still did not get a complete response from deans and department heads, so we do not have a complete listing. East Campus reported they will have more supervisors but no list is available. Dumas and Hereford campuses reported that they do not have any supervisors—that is ITS's job.</p> <p>Lee Colaw said he will bring a list of labs and laptop carts and their responsible supervisors at the next committee meeting. ITS in partnership with Center for Teaching and Learning will develop guidelines for lab and cart maintenance.</p> <p>One problem mentioned is special software just for one site is sometimes not maintained because of staff turnover.</p> <p>Committee members have better idea of reasonable implementation expectations for accessibility. AC is behind in meeting expectations and implementation. A priority is communicating policy across the college community including action plans to show improvement. This committee will be given copy of proposals for input.</p> |               |
| Report on Web Accessibility Committee activities                                  |  |               |
| New Business:   |  |               |
| Provide Collaborate software option for committee participation from remote sites | <p>Committee members requested Collaborate conferencing capability be made available for future committee meetings. Heather Voran will setup Collaborate sessions for member participation in future committee meetings.</p> <p>Some people are not doing anti-virus updates particularly with laptops assigned to individuals.</p> <p>Malware is an important issue in the college community because it slows down computer response among other ill effects. ITS will update Kaspersky software on individuals' laptops and will deliver them back even at home.</p>   |               |
| Report on recent issues at ITS  |  |               |



# Advisory Committee Meeting Minutes

|                        |  |                 |                        |
|------------------------|--|-----------------|------------------------|
|                        | Portal update is scheduled for the week after finals. Email may be affected. Backdoor access to Blackboard will be necessary to login. |                 |                        |
|                        | Card scan working fine for classroom retention alert system. A presentation about the system to this committee can be arranged.        |                 |                        |
| Curriculum Decisions:  |  |                 |                        |
|                        |  |                 |                        |
|                        |  |                 |                        |
| Other:                 |  |                 |                        |
|                        |  |                 |                        |
|                        |  |                 |                        |
| Chairperson Signature: | <i>Maad A. Hanna</i>   | Date: 1-13-2016 | Next Meeting: 2-5-2016 |