Faculty Technology User Committee Minutes

Date	February 12, 2007
Time	Called to order at 3:28 pm and adjourned at 4:23 pm
Place	Washington Street Campus, Library, Room 112
Members Present	D'Dee Grove, Steven Beckham, Bill Young, Sarah Uselding, Alan Kee, Mary Dodson, Shannon Cornell, Jan Hinds
Members Absent	John Balke
Guests Present	Linda Hendrick, Telecommunications and Networking Director
Purpose	To present various faculty questions and concerns to Linda Hendrick.

Topic	Information/Discussion	Action to be Taken, Decision, Recommendation, Timeline
Approval of Minutes	Minutes were read individually by members.	Minutes were approved.
New Business	Mary presented a faculty question regarding prerequisite requirements for online students. Currently, an online tutorial is available to familiarize students with the online atmosphere, but no official test exists requiring a minimum score for enrollment in online classes.	Linda recommended directing the idea to Bob Slogar and the ELC advisory committee to get moving towards a decision on a required orientation and exam.
	Mary posed another question requesting access to an electronic bookstore maintained by Amarillo College for distant online students. Linda mentioned that improvements in financial aid processes and a modern electronic inventory at the bookstore are two requirements that have already been met in order to create an online AC bookstore.	Linda will research further steps needed to create an online bookstore. In addition, the committee will ask Dennis Leslie about procedures for mailing students who live in remote areas books from the AC bookstore.
	Alan presented concerns from faculty about increasing the number of smart classrooms available on campus. Linda provided insight on what elements are necessary in a classroom in order to categorize it as a smart classroom. Basic tools include a projection screen, an LCD projector, and an internet connection. The approximate cost for equipping such a room is $6000 per classroom. Currently, about 100 rooms are mediated in fashion, and 238 rooms have no such capabilities. In addition, AC currently owns and maintains approximately 2200 computers.	Explore faculty partiality in smart classrooms. Do faculty members prefer having a dedicated computer in a smart classroom or transporting a mobile laptop from room to room?

	The redundancy of two email systems (Groupwise and myAC) was discussed, as well as the strengths and weaknesses of each. The committee considered the option of streamlining emails into one system and possibly using freeware or shareware to meet some electronic needs at AC. Linda explained that many bugs come from software that is secondary to the industry standard, and little support can be expected from such resources. Steven presented a request from a faculty member for more specific training in WebCT. Linda explained that the purpose of the Electronic Learning Center was to provide support and training for faculty members, but as the demand for online classes has grown, the responsibility of designing courses has shifted to individual instructors. Sarah read an email to the committee commending the recently offered training for myAC and expressing appreciation for the involvement of Linda Hendrick and Becky Easton in the training. The committee discussed that as the demand for online and hybrid courses increases that faculty members will require more support from the ELC. Finally, Linda asked committee members about the use of the attendance feature in myAC. Some members were familiar with the option and thought it a useful tool.	Linda projects as capabilities within the portal improve that all email will move inside the portal within approximately two years. And though attempts are made to keep major technological changes to a minimum, faculty can expect a new update for Colleague in Spring 2007 and a new update for WebCT in Fall 2007. Sarah will respond to the email request and explain training options, such as the series of three courses offered in WebCT on a rotational basis, to the concerned faculty member. The committee will invite Bob Slogar to the next meeting to discuss support capabilities from the ELC. Linda appreciates any comments about the usefulness of myAC tools in order to provide the best design and options possible to faculty.
Next Meeting	Next meeting will be held in 5 weeks, pending the acceptance of Bob Slogar.	March 19, 2007 3:30 pm Library, Room 112

Respectfully Submitted,
Shannon Cornell