Faculty Technology User Committee Minutes

Date	October 2, 2007
Time	Called to order at 3:36 and adjourned at 4:19 pm.
Place	West Campus, Building A, Room 105
Members Present	Steven Beckham, Brent Cavanaugh, Shannon Cornell, Mindy Graham, Mary Munger, Bill Young
Members Absent	Christopher Fincher, D'Dee Grove, Sarah Uselding
Guests Present	
Purpose	To set goals for the semester.

Topic	Information/Discussion	Action to be Taken, Decision, Recommendation, Timeline
Approval of Minutes	Minutes were read individually by members.	Minutes were approved. Shannon noted that in addition to being posted on CMS that the minutes for each meeting are now available under the Shared Files link on the FTUC homepage on myAC. New committee members can read these to familiarize themselves with past proceedings.
Old Business	A general discussion commenced over various problems online faculty have faced this semester. Mindy mentioned having difficulty getting the proper students enrolled in the right sections. Shannon had faced a similar problem. It was noted that with Linda Hendrick's recent bout of pneumonia that many technical problems surfaced in her absence. Mary mentioned that she has streamed videos of guest speakers into WebCT to parallel the experience that traditional students receive, but that this was very time consuming. Also, she had difficulty administering the same exams to online and traditional students because of limitations in WebCT. The committee discussed various platforms used in online, hybrid, and dual credit classes. Many committee members agreed that myAC is very helpful for the hybrid element of a class. On the other hand, some faculty members are hesitant to pursue further training in WebCT due to the fact that it may soon be replaced. Various faculty members are currently using	

	publishers' websites for online work. These websites can provide security measures for online testing, such as kicking students out of an exam if they open another browser or receive an instant message. Interestingly, Steven noted that the grade distributions for his traditional courses are very similar to courses with online exams. Online students have access to their book, but they are less prepared to take the exam for that reason.	
New Business	In D'Dee's absence, there was no agenda set for the meeting. So, the present members decided to set goals for the semester.	1.) The committee should explore the technical ways that instructors who teach both traditional and online courses can administer the same exams easily using WebCT and thus maintain quality in all formats across the board. 2.) Define what a certified online instructor really is, and examine necessary training. 3.) Further explore exam security in the online atmosphere. 4.) Each committee member should strive to become a good liaison between the committee and their respective division. Present learning opportunities to fellow colleagues by inviting them to meetings, and communicate what we learn back to our divisions. 5.) Stay up to date on the current status of using WebCT, Course Cruiser, Groupwise, and other vital platforms for instruction and daily operation at AC. 6.) Examine how to streamline the self study process, and make data more accessible to departments.
Next Meeting	The committee agreed that it would be a good idea to try to schedule our next meeting in the E-Learning Center, where we can talk to Trisha Stevens and other staff members about various technology issues. This would also be a good opportunity to invite division colleagues to an informative meeting. It was also noted that Mondays after 3:30 are a good fit to most schedules for regular meetings.	D'Dee will set the next meeting with an email announcement.

Respectfully Submitted,
Shannon Cornell