

# Educational Technology Advisory Committee

MINUTES

FEBRUARY 25, 2016

2:00 – 3:30 PM

COCOA 12-205

MEETING CALLED BY	Salli DiBartolo & Michelle Richard
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Salli DiBartolo
NOTE TAKER	Michelle Richard
ATTENDEES	Michelle Richard, Salli DiBartolo, Carrie Johnson, Darcy Roy, Mandi Pedrick, Betsy Wetzell, Michelle Bisceglia, Douglas Wendel, Dustin Files, Liz Craft, Dayla Nolis, Kelvin Coles, Lascellas Lee

## Agenda topics

UPDATE: ED TECH  
SYSTEM/COST BENEFIT SHEET

S. DIBARTOLO

DISCUSSION	Went to Dr. Miedema and Richard Laird and was turned down. It will be included in the DOGS System being created for AAC. Right now everything will have to be done by hand. More information after we meet with Scott Herber.		
CONCLUSIONS	Questions about software and at-home software will still need to go through ETAC for approval.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Email Marjorie Rivera the Ed Tech Approval Form and Cost Benefit Sheet and she will revise into an Adobe Acrobat Pro electronic form to forward to faculty to use until our system is incorporated into DOGS.	Michelle Richard & Marjorie Rivera	April ETAC Meeting	

UPDATE: TURN-IT-IN

D. NOLIS

DISCUSSION	Switched to a new method within the LMS. It has been fully implemented now and faculty were notified and given instruction. Liz Craft is also helping faculty with it. There are some issues that they are still working on, but all of the how-to questions have been answered.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None.			

NEW BUSINESS: ATTENDANCE  
REPORTING NOTIFICATIONS

S DIBARTOLO

DISCUSSION	Students are seeing non-reporting messages when faculty have not reported attendance. They are thinking it is because they did something wrong.	
CONCLUSIONS	Betsy Wetzel asked the committee to come up with better verbiage for My EFSC so students will understand. After discussion, the verbiage will be changed to read, "Attendance Report Pending".	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Share with faculty	Betsy Wetzel	Next Meeting

NEW BUSINESS: WINDOWS 10  
ROLL-OUT (STUDENT LABS)

B WETZEL

DISCUSSION	Windows 10 is coming out. It has been installed in some of the labs that are run by technology instructors to test. So far, no one has reported any issues.
CONCLUSIONS	Windows 10 will basically roll-out in the fall, but not fully.

NEW BUSINESS: MICROSOFT  
OFFICE 2016

B WETZEL

DISCUSSION	Students are able to pull down Microsoft Office 2016 now, so the college will have no option but to choose it. IT would like to roll it out in the labs in the fall.
CONCLUSIONS	After committee discussion, it was decided that Office 2016 will be rolled out in the fall semester.

NEW BUSINESS: VIDEO SERVER

B WETZEL

DISCUSSION	Video is stored all over the college and students are having a lot of issues accessing them. IT is looking for a way to gather them all into one place. IT is looking at software that will also be good for other areas as well such as marketing, sports, etc.
CONCLUSIONS	IT was able to get the software for half price. The college signed the contract to purchase the software. The name of the software is "Kaltura". Students can use any platform and be able to access it. It is now in the testing area and training will be provided. It will be launching in May, before the fall semester.

NEXT MEETING:	April 21, 2016 @ 2:00 pm, Cocoa Campus, Building 12, Room 205
SPECIAL NOTES	