

Educational Technology Advisory Committee

MINUTES

APRIL 21, 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, Dr. Laura Sidoren, Chris Fallows, Lascelles Lee, Carrie Johnson, Kelvin Coles, Betsy Wetzel, Liz Craft, Mandi Pedrick, Dayla Nolis, Douglas Wendel

Agenda topics

UPDATE: MICROSOFT OFFICE
2016

B. WETZEL

DISCUSSION	College is moving forward and rolling Microsoft Office 2016 into the labs. Salli DiBartolo informed that it was taken to the cluster and is being voted on today.		
CONCLUSIONS	Betsy Wetzel indicated that IT can have it ready for the fall semester if we need it to be.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

NEW BUSINESS: ETAC PURPOSE
& SCOPE

S DIBARTOLO

DISCUSSION	The committee wants to make sure that we are doing what we need to be doing as a committee. Dr. Sidoran reported that a policy and procedure needs to be in place to ensure that we are catching everything we can so we are in compliance.		
CONCLUSIONS	A checklist needs to be created for faculty for the use of websites and videos in their CANVAS classroom. The lengthier ETAC form will be used for software and major changes.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
SAIL Office will create a draft of the checklist. Form title should be changed from SAIL to EFSC Accessibility Guidelines. Take "Third Party Websites" out and change to "Software/Learning Platform". Send to textbook committee.	Dr. Sidoran/Michelle Richard	Next Meeting	

NEW BUSINESS: ED TECH
ELECTRONIC FORM

M RICHARD

DISCUSSION	Reviewed and edited and finalized Ed Tech Form.		
CONCLUSIONS	Add vendor/publisher information on the first page along with a checklist for the faculty to fill out. Take out FERPA section. Place forms from faculty in the ETAC CANVAS Classroom.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Make edits to Ed Tech form. List of approved software to put in the ETAC classroom. SAIL Video for faculty & staff. Research website for national accessibility training. Work on Policies & Procedures	Michelle Richard Betsy Wetzel L.J. Lee Doug Wendel Dr. Sidoren	Next Meeting	

NEW BUSINESS: CALTURA

B WETZEL

DISCUSSION	CANVAS/Caltura will be updated on May 8 th , 2016.		
CONCLUSIONS	Training will be available afterwards.		

NEXT MEETING:	September 29, 2016 – 3:00-4:00pm – Melbourne 10-204D		
SPECIAL NOTES			