

Educational Technology Advisory Committee

MINUTES

SEPTEMBER 17, 2015

2:00 – 3:30 PM

COCOA 12-205

MEETING CALLED BY	Salli DiBartolo & Michelle Richard, Chairs
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Salli DiBartolo
NOTE TAKER	Michelle Richard
ATTENDEES	Michelle Richard, Salli DiBartolo, Dr. Laura Sidoran, Mandi Pedrick, Douglas Wendel, Kelvin Coles, Betsy Wetzel, Dr. Kathy Cobb, L.J. Lee, Daryl Davis, Carrie Johnson

Agenda topics

UPDATE: FACULTY ENLIGHT

S. DIBARTOLO

DISCUSSION	<p>Enlight is a Barnes & Noble web-based site for book verification secured by a password login.</p> <p>Salli: Chuck Kise informed that the textbook committee now goes through the Academic Affairs Council.</p> <p>D. Wendel: Textbooks that are entered into Faculty Enlight are not showing up on the website.</p>		
CONCLUSIONS	Textbooks must be listed on the college's website. It is required by law.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
E-mail Scott Herber from AAC to discuss linking Faculty Enlight to the College Website.	Douglas Wendel	By next meeting	

UPDATE: CANVAS TRAINING

MICHELLE RICHARD

DISCUSSION	<p>Academic Affairs Council denied ETAC's recommendation to have students take the CANVAS Orientation every semester.</p> <p>Dr. Cobb: Thinks the initial request was that students should be required to take the CANVAS Orientation once and not have to re-take unless there is a substantive change.</p>		
CONCLUSIONS	Students should be required to take the CANVAS Orientation at the on-set of their first semester at EFSC. Students will only be required to take the orientation again if there is a substantive change to CANVAS.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Take to Academic Affairs Council meeting tomorrow.	M. Richard/S. DiBartolo	By next meeting	

UPDATE: LAN SCHOOL

BETSY WETZEL

DISCUSSION	The LAN School software has been set up on all of the computers in all of the labs college-wide. IT is working with faculty and will be setting up training.		
CONCLUSIONS	The program is being enjoyed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

UPDATE: TUTOR.COM

S. DIBARTOLO

DISCUSSION	<p>e-Learning would like to do a demonstration side-by-side with Smarthinking and Tutor.com. It would be a more organized product.</p> <p>Betsy: Does not think it can be done.</p> <p>Dr. Cobb: Requested that L.J. pull a copy of the contract and find the start and end dates. The pilot could be done in an e-Learning class.</p> <p>Betsy: Thinks that may be possible.</p> <p>Face-to-face students use it as well.</p> <p>L.J.: Contract expires December 31, 2017, so nothing can be done until then.</p>		
CONCLUSIONS	On hold.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Send Betsy Wetzel contact information for Tutor.com.	Dr. Cobb	9/24/15	
Contact Tutor.com and see if they will be willing to work with us.	Betsy Wetzel	By next meeting	

UPDATE: ETAC MEMBERSHIP

MICHELLE RICHARD

DISCUSSION	Asked that the ETAC Membership list that was sent via email as an attachment be approved for the 2015-2017 term.		
CONCLUSIONS	Approved.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

NEW BUSINESS: EDTECH SYSTEM

S. DIBARTOLO & M. RICHARD

DISCUSSION	The EdTech System will be an on-line, user-friendly system for faculty to submit to ETAC their requests for use of software or other programs as part of the class.		
CONCLUSIONS	The goal is to make sure that all of our resources are available to all of our students and that we have a process and are adhering to that process. Publishers will be provided a form to submit to EFSC not only checking "yes"		

	or “no” but also filling out “how” it can be done. Once faculty receive the form from the publisher, he/she will enter the information into the EdTech system and it will go through FERPA, SAIL, and IT for approval before ETAC’s final approval.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Compile information together and draft form for publishers, as well as all information needed for the design of the website for IT. Publishers will also need to sign a confidentiality agreement with EFSC. Email drafts to ETAC committee.	Michelle Richard	By next meeting.

NEW BUSINESS: CCLA/CANVAS

B. WETZEL

DISCUSSION	The cost for a CCLA/CANVAS Single Sign-On will be approximately \$1500.00 per year. Mem Stahley had agreed to pay, but is no longer with the college.	
CONCLUSIONS	It is a budget issue.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send an email to Richard Laird to request the funding.	Betsy Wetzel	By next meeting.

NEW BUSINESS: VITAL APP

B. WETZEL

DISCUSSION	Dr. Laura Dunn has approved the LTI Application, “VitalApp”.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

NEW BUSINESS: MCMILLAN PUBLISHING INTEGRATION

B. WETZEL

DISCUSSION	McMillan Publishing Integration is still being worked on.	
CONCLUSIONS	Still need to figure out which one of the applications is needed. Once that is figured out, the integration should be approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update for next ETAC Meeting	Betsy Wetzel	By next meeting.

NEXT MEETING:	Thursday, October 15, 2015 @ 2:00 pm – Melbourne Campus, Building 10-204
SPECIAL NOTES	None