

Educational Technology Advisory Committee

MINUTES

SEPTEMBER 29, 2016

3:00 – 4:30 PM

MELBOURNE 10-204D

MEETING CALLED BY	Salli DiBartolo & Michelle Richard
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Salli DiBartolo
NOTE TAKER	Michelle Richard
ATTENDEES	Michelle Richard, Salli DiBartolo, Jessica Churny, Dustin Files, Daryl Davis, Dr. Laura Sidoran, Lascelles Lee, Kelvin Coles, Betsy Wetzel, Liz Craft, Mandi Pedrick, Dayla Nolis, Douglas Wendel, Darcy Roy, Stephen Gallagher.

Agenda topics

UPDATE: MICROSOFT OFFICE
2016

B. WETZEL

DISCUSSION	Microsoft Office 2016 was rolled out in Fall 2016. On all campuses in half of the labs and teachers who are using it to teach this semester. The Learning Labs would like to be grouped and given the same prioritization as the computer labs and classrooms when software updates/upgrades are made; the only exceptions would be computers used for proctored exams (updates/upgrades should be based on testing centers rollout schedules for proctoring computers). The rationale for this request is, often students will visit the Learning Labs at the beginning of the term for assistance with assignments related to software that has been upgraded in other parts of the college, and there's no way of assisting students immediately in the Learning Labs when the upgrades are delayed until sometime after the term begins.	
CONCLUSIONS	The remainder of computers will be done by the end of the fall term, beginning of the spring term. IT noted the priority of the Learning Labs, but with limited staff, IT works through all the labs in turn. Labs where students are sitting for instruction each day takes the priority.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Complete installation	Betsy Wetzel	Spring 2017

NEW BUSINESS: ED TECH
ELECTRONIC FORM/DEADLINES

M RICHARD

DISCUSSION	Reviewed and edited and finalized Ed Tech Form and instructions.	
CONCLUSIONS	If software/learning platform is already on the college's approved list, but needs to be integrated with CANVAS, then the instructor needs to go back through the ETAC process.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Make final revisions to instructions and form and forward to Scott Herber to be placed on the next AAC Agenda.

Michelle Richard

10/10/16