

# Educational Technology Advisory Committee

MINUTES

OCTOBER 27, 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, Nelly Cardinale, Mandi Pedrick, Mili Torres, Elisabeth Craft, Dr. Kathy Cobb, Darlyn Davis, Darcy Roy, Dayla Nolis, Kelvin Coles, Douglas Wendel, Betsy Wetzel, L.J. Lee, Jr.

## Agenda topics

UPDATE: ED TECH ELECTRONIC  
FORM/CHECK LIST

M. RICHARD

DISCUSSION	At the last meeting of the Academic Affairs Committee, the EdTech Electronic Form/Check List was voted on and approved.		
CONCLUSIONS	Discussion ensued on the best way to get the instructions and the form out to the Faculty		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

NEW BUSINESS: ETAC PROCESS  
INSTRUCTIONS

M RICHARD & S. DIBARTOLO

DISCUSSION	The ETAC approval process was discussed and the best way to get the instructions and new form out to the Faculty so they can begin submitting software/learning platform requests for approval.		
CONCLUSIONS	<ul style="list-style-type: none"> <li>• Collegewide email</li> <li>• URL provided to the Collegewide Approved List</li> <li>• Forms will be stored under CATS in MyEFSC and the Document Center.</li> <li>• Form will also be stored at the AAC website.</li> </ul>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Draft email to send to Dr. Miedema	Michelle Richard	Next Meeting	
Provide URL to Approved List	Betsy Wetzel	Next Meeting	
Call Ticket to IT	Michelle Richard	Next Meeting	

NEW BUSINESS: NEW ETAC  
CHAIR

M RICHARD & S. DIBARTOLO

DISCUSSION	Dr. Nelly Cardinale was introduced to the committee as the new ETAC Chair.		
CONCLUSIONS	This will be effective July 1, 2017.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	