Educational Technology Advisory Subcommittee

MEETING CALLED BY	Chuck Kise, Chair
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Michelle Rezeau
ATTENDEES	Chuck Kise, Dustin Files (phone), Linda Parish (phone), Sandi Lanza, Stephen Gallagher, Michelle Rezeau, Salli DiBartolo, Betsy Wetzel, Dayla Nolis, Chris Pierce (for Dr. Suzanne O'Neil), Kelvin Coles, Teri McKenzie, Dr. Kathy Cobb Guest: Liz Craft

Agenda topics

WELCOME   CHUCK KISE

DISCUSSION	Chuck welcomed the committee back for the 2012/13 academic year and introduced Dr. Kathy Cobb as the newest member representing Administration.		
CONCLUSIONS			
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**

AT NEWS   DAYLA NOLIS

DISCUSSION	WIDS has moved to a web based platform. AT spent the summer implementing. On 9/21/12 there will be on-site training for course development. Key faculty have been invited to attend. AT will offer training for all faculty later in the fall term.		
CONCLUSIONS			
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**

WI-FI   CHUCK KISE

DISCUSSION	The Board of Trustees has approved Wi-Fi across most areas of all campuses. Implementation and installation should be completed within six months. This committee played a role in recommending that Wi-Fi be expanded on campuses.		
CONCLUSIONS			
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**

ANGEL ORIENTATION		CHUCK KISE

DISCUSSION	Starting this fall all eBrevard courses require students to complete an online orientation every semester. Students won't be able to access their courses until the orientation and assessment is completed successfully.	
CONCLUSIONS	Although there isn't hard data yet, Chuck, Salli and Dr. Cobb think the orientation is helping students and has minimized complaints. Dr. Cobb will be making a presentation at the Provost's Council at the end of September. The goal is to conduct a quick survey of students and to study withdrawal rates to determine if the orientation should be expanded to hybrid and face-to-face companion courses.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Continue to update committee.	Chuck Kise, Dr. Kathy Cobb	Ongoing

E-TEXT USE ON PROCTORED EXAMS POLICY		CHUCK KISE

DISCUSSION	Chuck updated the committee on the previous recommendation from the ETAS on using e-textbooks during proctored exams in the Learning Labs. The recommendation went to the AAC and then to the Provost's Council. The Provosts made some modifications to the policy and then tabled the discussion until the Chief Learning Officer was hired. The AAC Chair, Laura Dunn, has contacted Dr. Miedema, CLO, for an update on the status.	
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Continue to update committee.	Chuck Kise	Ongoing

NEW STUDENT ONLINE ORIENTATION REVIEW (NSOOR) COMMITTEE		TERI MCKENZIE, STEPHEN GALLAGHER

DISCUSSION	Teri shared the draft Student Online Orientation document and noted the committee's name change to SOOR. In the spring the College will identify our new name and the website, logo, etc. will be rebranded. Therefore the online orientation will have to be updated so it won't launch until Fall 2013. In Section 7 of the draft document there is a six question computer skills self-assessment developed by Stephen. Students self-report on their computer skills and if they don't possess a skill there are a list of suggested courses where they can acquire. This is a temporary solution. Ideally the computer skills assessment should be performance based. A subcommittee of the NSOOR reviewed 4-5 vendors and participated in a trial of a web based assessment program from Teknimedia. This program also provides skills tutorials. Stephen demonstrated for the committee how the assessment works. Teknimedia is only compatible on Windows based PCs, not MAC. Several committee members wondered if this would be a problem. Chuck stated that BCC is a Windows operating system institution. Chuck asked if this platform is 508 compliant. There was some discussion about using an outside	

	vendor vs. an in-house product for the computer skills assessment.		
CONCLUSIONS			

ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
Find out if Teknimedia is 508 compliant.	Teri McKenzie	Next Meeting
Continue to update committee.	Teri McKenzie	Ongoing

LEARNING RESOURCES EREADER PILOT PROJECT | MICHELLE REZEAU

DISCUSSION	The libraries launched eReaders at all campuses on 8/20/2012. There are 4 Kindle Touches and 1 iPad at each campus. All have been loaded with a core collection of eBooks selected from faculty readings lists. Only students may check out the eReaders; iPads are only available to OSD students. Librarians at all campuses will be selecting additional titles for their campus eReaders based on faculty and student input. Check out is for 3 weeks and students must complete an Equipment Loan Agreement form. Students may not add or delete content on the eReaders. Seven days after check out a user survey will be emailed to the student to get their feedback. There are several logistics issues that the libraries will be monitoring during the pilot. These include licensing titles for multiple eReaders and ease of downloading titles on the eReader when it is located at a different location than the Buyer. So far loading the eReaders has been a time consuming process due to the nature of Amazon. Dr. Cobb asked how the eReaders are being promoted. Marketing includes: news releases to the local media, global email to all students, flyers and bookmarks, a LibGuide, and Librarian Liaison communications to their academic departments. Website promotion is also being planned, both on the library page and the main BCC page. Teri inquired about the user survey.

CONCLUSIONS			

ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
Continue to update committee.	Michelle Rezeau	Ongoing
Provide copy of user survey.	Michelle Rezeau	09/07/2012

STUDENT AND FACULTY TECHNOLOGY SURVEY | CHUCK KISE

DISCUSSION	Chuck asked the committee if they were ready to finalize the two surveys. The surveys will be sent to every student and all full time and part time faculty to get their views on technology. How are we doing? Where should we be in the future? Results of the survey would be analyzed by January, prior to the budget submission process.

CONCLUSIONS	The committee agreed to finalize the surveys and move forward.		
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
Present surveys to AAC.		Chuck Kise	Next AAC meeting.

ECHO360 AND CAMTASIA RELAY DAYLA NOLIS AND LIZ CRAFT

| DISCUSSION | BCC's license to Echo360 expires on 9/29/2012. The renewal pricing has drastically increased over the past year (almost three times higher). AT explored other similar products and shared a chart with the committee comparing Echo360 and Camtasia Relay. The costs for Camtasia Relay are significantly lower. Beside the lower costs, the product could be used by more faculty. Echo360 has a limited number of users.

Which product does the committee recommend?

Betsy expressed concerns about hardware costs and storage needs.

Dr. Cobb suggested that future purchases be evaluated based on total costs (financial and IT) versus the number of faculty benefited. Echo60 had high expenses when compared to the number of faculty who were able to use due to licensing limitations.

Dayla and Liz suggested that BCC needs a storage policy for maintaining captured lectures. |
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CONCLUSIONS	The committee recommended Camtasia Relay replace Echo360.		
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
Send Camtasia Relay specifications to Betsy so she can assess IT impacts.		Dayla Nolis	As soon as possible
Assess hardware costs and storage needs and email committee.		Betsy Wetzel	As soon as possible

508 COMPLIANCE ISSUES CHUCK KISE

| DISCUSSION | There has been an increase in the number of issues relating to course materials (textbooks and corresponding web support materials) that are not 508 compliant.

Chris stated that publishers are often providing the bare minimum when it comes to complying with OSD regulations. Even if a digital version of a textbook is provided to the OSD office, often it has to be reworked to make it usable with the JAWS software. Many textbooks include visuals that aren't easily readable by JAWS. Reworking the textbooks to make them usable for students is very time consuming and not feasible for all textbooks. Purchasing textbooks in braille format can be expensive.

The Committee discussed ways to ensure that the selected textbooks are 508 compliant. It was suggested that the textbook selection form be revised to include a section indicating whether OSD has been consulted for 508 compliance. A similar section should be included on the form to indicate if ETAS |
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	has been consulted for technology compatibility if textbooks include companion sites or products. This would ensure that due diligence is being performed prior to the adoption of the textbook.		
CONCLUSIONS	The Committee suggests modifying the textbook selection form to include sections identifying that OSD and / or ETAS has been consulted for 508 compliance and technology compatibility issues. The Committee emphasized that OSD and IT are NOT making decisions on textbook selection.		
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
Inform AAC of suggestions to modify textbook selection form.		Chuck Kise	Next AAC meeting.

PAY TO PRINT POLICY   BETSY WETZEL

		PERSON RESPONSIBLE	**DEADLINE**
DISCUSSION	Betsy discussed some of the technical issues that have come up with the recent implementation of the collegewide pay to print system. There are dedicated IT staff working to resolve issues as they arise. Please inform the IT Support Desk when there is an issue. Chuck asked why this new system didn't come through the ETAS. Many faculty did not know about this change until it appeared in their classrooms and labs when school started. Communication could have been better. A positive outcome of this change has been cost savings to the College and implementation of more efficient processes in IT. For example, when a student registers, now it takes only 3 hours for their B number account to be generated versus the 24 hours previously.		
CONCLUSIONS			
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**

Next meeting: Thursday 9/27/2012, Melbourne Campus, 10-204 2:00 – 4:00 pm.

Meeting adjourned at 4:02 pm.