Educational Technology Advisory Subcommittee

MINUTES   10/31/2013   2:00   COCOA 12-205

MEETING CALLED BY	Chuck Kise, Chair
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Michelle Rezeau
ATTENDEES	Chuck Kise, Dustin Files, Dr. Daryl Davis, Sandi Lanza, Stephen Gallagher, Douglas Wendel, Michelle Rezeau, Salli DiBartolo, Betsy Wetzel, Dr. Suzanne O'Neil, Kelvin Coles Guest: Liz Craft from Academic Technologies

Agenda topics

INTRODUCTIONS   CHUCK KISE

DISCUSSION	Chuck welcomed Douglas Wendel to the committee. Douglas is a math faculty member representing the Cocoa campus.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

UPDATE: LMS SUBCOMMITTEE   SALLI DIBARTOLO

DISCUSSION	The final survey selecting the new LMS, either Blackboard or Canvas, is due by November 25, 2013. Faculty should look for a link to the survey in *News You Can Use*. At 2:00 pm on 11/25 the Committee will meet to review the surveys and make the final decision. Dr. Cobb is reviewing the legal information from both vendors. A funding meeting to compare costs will take place on 11/20/2013. Dr. Cobb is compiling cost information for easy comparison.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Encourage your constituents to take the LMS survey.	Committee	By 11/25/13

AD HOC COMMITTEE ON ACADEMIC TECHNOLOGIES PROCEDURES   CHUCK KISE

DISCUSSION	Chuck previously forwarded the revised procedures to the Committee. The revision ensures that ETAS is not by-passed during the acquisition of software, whether there is a cost involved or not.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

UPDATE: TEXTBOOK COMMITTEE CHUCK KISE

DISCUSSION	There is a new chair of the textbook committee, Scott Herber, Science faculty at Melbourne. Chuck will forward the textbook form and guidelines developed by ETAS to Scott. ETAS's concerns about course materials and publisher's websites are related to the Textbook Committee.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OLD BUSINESS: BASIC COMPUTER SKILLS CHUCK KISE

DISCUSSION	Chuck reviewed the history of this issue with the Academic Affairs Council (AAC) and asked them if this is still an issue for the college? Most definitely, yes! The AAC sent the issue back to ETAS for suggested solutions. One suggestion from the AAC was to package a list of help resources for faculty to give students struggling with basic computer skills. Other possible solutions discussed by the committee: - Require students to "test out" before they graduate or before they are allowed to enroll in for-credit courses. - Have students take a required course at the beginning of their studies at EFSC, ex. LIS1023, CGS 1000, etc. - Insert training and assessment in Angel similar to the mandatory orientation - Create a PowerPoint training module, similar to the mandatory *Identifying and Reporting Child Abuse* training required of all employees. Skills demonstrations could be built into the training where one has to pass before proceeding through the module. - Incorporate computer skills videos into an orientation. The University of Phoenix and Webster University do something similar. There are problems with some of the suggested solutions. - available credit hours are limited so adding a course may not be possible - financial aid / affordability issues It's a good time to add basic computer skills with the upcoming LMS change. We could ask the SGA what students want for mastering basic computer skills.
CONCLUSIONS	Chuck proposed creating an ETAS subcommittee to review this issue and come up with possible solutions, including estimated costs. Stephen Gallagher volunteered to chair the subcommittee.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Committee members should let Stephen Gallagher know if they want to participate in the Basic Computer Skills Subcommittee	Committee	Before next meeting
Coordinate a meeting of subcommittee and provide an update at the next ETAS meeting	Stephen Gallagher	As soon as possible

NEW BUSINESS: PUBLISHER WEBSITES   CHUCK KISE

DISCUSSION	Chuck also reviewed this issue with the AAC. The AAC would like the ETAS to come up with possible solutions.
	There are 42 courses at EFSC that use a publisher website or a textbook companion website. Either an access code is purchased by the student or one comes with the course textbook.
	Many sites have similar functionality to an LMS. Often the companion site contains exercises or assignments which are automatically graded by the site. The grades are stored on the publisher's site and have to be manually input into the Angel grade book.
	There are several concerns: • FERPA compliance • 508 compliance • Hard to bring in data from publisher's website into Angel/LMS • IT issues: browser compatibility, browser settings and additional plug-ins required, often mid-term • Technical Support issues, i.e. who does the student contact for help with the site?
	Currently there is no standard textbook adoption process or form so there is no process for reviewing publisher's web sites either.
	When reviewing course materials faculty need to determine the technical requirements of these companion sites and make sure they are FERPA and 508 compliant.

CONCLUSIONS	Chuck proposed creating an ETAS subcommittee to review this issue and come up with possible solutions, including estimated costs. Chuck volunteered to chair the subcommittee.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee members should let Chuck know if they want to participate in the Publisher's Websites Subcommittee	Committee	Before next meeting
Coordinate a meeting of subcommittee and provide an update at the next ETAS meeting	Chuck Kise	As soon as possible

OTHER ITEMS: IT UPDATE   BETSY WETZEL

DISCUSSION	IT is currently undergoing an inventory of all equipment on all campuses, even those items without an "A" tag. The goal is create a master list of the equipment by name, model, and location.
	The college's license for Microsoft is up for renewal. Betsy is exploring different cost configurations, including adding Office 365.

	MS Office 2013 has not been installed everywhere due to file issues. IT is trying to resolve.		
CONCLUSIONS			
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**

Next Meeting: November 21, 2013, 2:00 – 3:30 pm Melbourne Campus 10-204