

Educational Technology Advisory Subcommittee

MINUTES

2/27/2014

2:30 – 3:30

MELBOURNE 10-204

MEETING CALLED BY	Chuck Kise, Chair
MEETING CHAIRED BY	Salli DiBartolo
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Michelle Rezeau
ATTENDEES	Dustin Files, Dr. Daryl Davis, Stephen Gallagher, Michelle Rezeau, Salli DiBartolo, Betsy Wetzel, Dayla Nolis, Kelvin Coles, Dr. Alton Austin, Dr. Kathy Cobb, Liz Craft

Agenda topics

UPDATE: LMS SUBCOMMITTEE

SALLI DIBARTOLO

DISCUSSION	<p>The LMS Subcommittee has gathered lessons learned from other Canvas schools regarding faculty training. Four Canvas facilitated training sessions are scheduled March 6th and 7th (two sessions each day). Each session can accommodate 20 attendees. There are a few spaces left so please register if you are interested.</p> <p>March 7th is the deadline for deciding who will teach with Canvas during summer term.</p> <p>There will be a beta version Canvas Student Orientation available in May. Improvements will be made for fall and spring 2015 terms. There will likely be a different Help Desk support number for Canvas.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

UPATE: WINDOWS 7 AND OFFICE 2013
TRANSITION

BETSY WETZEL

DISCUSSION	<p>The transition to Windows 7 and Office 2013 on all computers at EFSC starts the week of March 3rd and will be on-going through summer. Training sessions are being offered March 3-5. They filled very quickly so look for more sessions in the future. There will be basic documentation available to assist with transitioning to Office 2013.</p> <p>A potential roadblock to the transition could be the size of the .pst files. Anything over 2G can corrupt email so IT may have to work with individuals to reduce their .pst file sizes.</p> <p>Internet Explorer will also be upgraded from IE8 to IE9. There are still a few software programs on campus that are not compatible with IE10 so until those</p>
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	are worked out, the College will stay with IE9. Canvas won't support IE9 after May so faculty will still need to have other browsers available in their computer classrooms.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
IT to provide Windows 7 and Office 2013 documentation to Academic Technologies so they can develop additional training.	Betsy Wetzel	By next meeting

OLD BUSINESS: STUDENT BASIC
COMPUTER SKILLS

STEPHEN GALLAGHER

DISCUSSION	<p>Stephen has noticed a trend of fewer students without basic computer skills. This semester no one enrolled in the Introduction to Windows course at Titusville. Michelle also noted that two sections of LIS1023 did not make this term.</p> <p>Students still need to demonstrate that they have basic computer skills and if they don't, need some type of remediation. The challenge is creating a remediation tool that doesn't cost money.</p> <p>Salli suggested a basic computer skills section be added to the new Canvas Student Orientation that's under development. She also mentioned that Brevard Workforce offers computer training. She would like to contact them for information.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email committee for volunteers to work on recommendations addressing student basic computer skills	Stephen Gallagher	Before next meeting
Contact Brevard Workforce regarding their computer skills training	Salli DiBartolo	By next meeting

OLD BUSINESS: THIRD PARTY WEB
SITES

SALLI DIBARTOLO

DISCUSSION	<p>Prior to the meeting Chuck emailed the revised <i>3rd Party Web Sites Selection Guidelines</i> document. Committee reviewed document. Chuck and the subcommittee did an excellent job!</p> <p>Betsy would like to have Stephanie Burnett review the document too.</p> <p>Salli pointed out that this would apply to <i>new</i> sites only, not sites already in use. There was a question about apps in Canvas and the data that would be stored there. IT will have to investigate further.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review the <i>3rd Party Web Sites Selection Guidelines</i> and send any comments or revisions to the committee.	Committee	Before next meeting

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OLD/NEW BUSINESS: WEB
 CONFERENCING TOOL RENEWAL /
 CANVAS CONFERENCING
 ALTERNATIVES

DAYLA NOLIS

DISCUSSION	<p>There is a collegewide survey underway about web conferencing software preferences which closes on February 28th. Once closed, Dayla will compile the results and share with the committee.</p> <p>By next meeting Dayla will also have more complete pricing options to share.</p> <p>Salli mentioned that Canvas provides the Big Blue Button in its interface. It's a basic conferencing tool and only archives recordings for 2 weeks. Big Blue Button Premium is an upgraded version which has more extensive archiving capabilities. Salli doesn't have a quote for a site license to the Premium version. However, a cheaper option for faculty who need it, may be to purchase individual licenses.</p>
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Compile survey results and obtain price quotes for conferencing tool renewal.	Dayla Nolis	By next meeting

Next meeting: Thursday April 24, 2014, Cocoa Campus, 12-205, 2:30 – 4:00 pm