

# Educational Technology Advisory Subcommittee

## MINUTES

FEBRUARY 23, 2011 3:00PM – 5:00PM

MELBOURNE CAMPUS,  
10-207

<b>MEETING CALLED BY</b>	Chuck Kise, Chair: Educational Technology Advisory Subcommittee
<b>TYPE OF MEETING</b>	Educational Technology Advisory Subcommittee
<b>FACILITATOR</b>	Chuck Kise
<b>NOTE TAKER</b>	Chuck Kise
<b>TIMEKEEPER</b>	Chuck Kise
<b>ATTENDEES</b>	Chuck Kise, Dustin Files, Linda Parrish, Sandy Lanza, Stephen Gallagher, Michelle Rezeau, Betsy Wetzell, Dayla Nolis, Shari Rodriguez, Kelvin Coles, Richard Laird, Dr. Phil Simpson  Excused: Salli DiBartolo, Dr. Suzanne O'Neil

### Agenda topics

#### ETAS PURPOSE AND MISSION

**CHUCK KISE**

<b>DISCUSSION</b>	Brief explanation of the Academic Affairs Council and the Educational Technology Affairs Subcommittee	
	Chuck Kise provided an explanation of the origins of the Academic Affairs Council and the creation of the Educational Technology Advisory Subcommittee (ETAS).	
	A discussion was conducted on how the ETAS meetings will be conducted and the frequency of meetings.	
<b>CONCLUSIONS</b>	The members of the ETAS agreed that meetings will be called only when needed, but will keep Wednesday afternoons available for future meetings.	
	The consensus was that instead of voting on every issue, the subcommittee would only attempt to achieve a consensus. ETAS will only vote if a general consensus cannot be achieved.	
	Chuck Kise explained that communications would be very important in order for the subcommittee to be successful. Members were encouraged to create a distribution list of those they represent and to communicate to their constituents prior to ETAS meetings and after ETAS meetings.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

#### CHAIRPERSON ELECTION

**CHUCK KISE**

<b>DISCUSSION</b>	Chuck Kise stated that he was asked by the AAC to temporarily assume the role of chairperson of the ETAS in order to get the subcommittee organized and started. Chuck stated that the ETAS will need to elect a chairperson. The chairperson will serve for two years.	
<b>CONCLUSIONS</b>	The subcommittee elected Chuck Kise as the chairperson of the ETAS.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Notify the AAC	Chuck Kise	Next AAC meeting

**HYBRID MINIMUM REQUIREMENTS****DR. PHIL SIMPSON**

<b>DISCUSSION</b>	Dr. Phil Simpson discussed the minimum requirements for hybrid courses document that was referred to the ETAS from the AAC.	
The ETAS members discussed whether the ETAS was the appropriate subcommittee to review this document.		
<b>CONCLUSIONS</b>	The ETAS decided that the minimum requirements document for hybrid courses was not something that fell into the scope of the ETAS.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Refer the document back to the AAC	Dr. Phil Simpson	Next AAC meeting

**LIBRARY DATABASE ACCESS PROBLEMS****MICHELLE REZEAU**

<b>DISCUSSION</b>	Michelle Rezeau explained the libraries were having difficulties with logging into a vendor's database. The Help Desk was conducted and the issue was referred to the Networking Department. After a second request to the Help Desk, the libraries did not receive a response.	
<b>CONCLUSIONS</b>	Betsy Wetzel requested that Michelle Rezeau to send her the information.	
Betsy Wetzel, also, stated that at any time there is a delay in response time from the Help Desk to contact her, directly.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Michelle Rezeau email Betsy Wetzel with detailed information about the issue.	Betsy Wetzel	Immediately

**STUDENT ANGEL TRAINING****CHUCK KISE**

<b>DISCUSSION</b>	The members discussed the issue of students enrolling into hybrid courses and online courses without enrolling and successfully completing an Angel orientation course. The members believe that many of these students fail to succeed in their hybrid or online courses. ETAS discussed the current eBrevard Student Orientation free online course and the various free hybrid orientation courses at some of the campuses. It was pointed out that the hybrid orientation is not consistent from campus to campus in content and facilitation. Currently, neither is mandatory for new students.	
<b>CONCLUSIONS</b>	The consensus of the ETAS is that there should be one Angel online orientation course college wide for both eBrevard courses and hybrid courses. ETAS, also, believes this Angel orientation course should be required for any student registering for either an eBrevard course or hybrid course for the first time.	
The ETAS understands that this suggestion poses several logistic issues at the college, such as staffing, but feel strongly that the recommendation is critical for student success.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Submit the recommendation to the AAC	Chuck Kise	Next AAC Meeting

**STUDENTS COMPUTER SKILLS****STEPHEN GALLAGHER**

<b>DISCUSSION</b>	Stephen Gallagher discussed the issue of students who do not possess the most basic computer skills. Other members stated that this issue has become more evident college wide. It was noted that some colleges required a mandatory computer skills course for all students. ETAS discussed the difficulties of requiring students to take an additional course in their program.	
<b>CONCLUSIONS</b>	The ETAS recommends that during the mandatory new student orientation that the students take a computer skills pre-test. If the student does not pass the pre-test then they are required to take an online computer skills self-paced course. ETAS, also, recommends that this online computer skills self-paced course include some Angel training.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Submit the recommendation to the AAC	Chuck Kise	Next AAC Meeting

**24/7 TECHNICAL SUPPORT****BETSY WETZEL**

<b>DISCUSSION</b>	Betsy Wetzel shared with the group the current negotiations ongoing with Presidium, <a href="http://www.presidiuminc.com/">http://www.presidiuminc.com/</a> , for either 24/7 technical support or off-hours technical support for both students and instructors.	
<b>CONCLUSIONS</b>	Betsy Wetzel will keep ETAS updated on the progress of negotiations.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

**EBOOKS****CHUCK KISE**

<b>DISCUSSION</b>	<p>Chuck Kise discussed the need for BCC to seriously examine the use of eBooks as a way to reduce textbook costs to students. Chuck requested that the members make an effort to become informed about eBook options that exist. Several members shared with the group a presentation given on the previous day by an eBook provider, Courseload.Com. Richard Laird mentioned that Courseload indicated that they were interested in conducting a pilot program at BCC. Chuck Kise stated that before eBooks can be used at BCC, the AAC needs to address the current BCC textbook adoption policy. Shari Rodriguez suggested that any eBook selected should first be reviewed by the Office for Students with Disabilities to ensure the eBook is accessible to students with disabilities.</p> <p>Kelvin Coles, also, suggested that any eBook selected needs to be sure it is accessible in the learning labs for proctored exams. Some faculty permit open book exams proctored in the learning labs and sometimes the eBooks are not accessible on the computers in the learning labs.</p>	
<b>CONCLUSIONS</b>	ETAS recommends that BCC pursue the eBook pilot project and solicit faculty volunteers college wide.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Submit the recommendation to AAC	Chuck Kise	Next AAC Meeting

**ECHO 360****DAYLA NOLIS**

<b>DISCUSSION</b>	Dayla Nolis shared with the group the upgrade of Echo 360 in the labs and in the instructor's office. Dayla stated that the upgrade will not negatively affect academics in any way. On the contrary, it will enhance the instruction. It was suggested by Sandy Lanza that in the training that faculty are advised not to save the Echo 360 capture files in their Angel classrooms due to storage issues.	
<b>CONCLUSIONS</b>	Echo 360 upgrade will be an enhancement to instruction.	
<b>ACTION ITEMS</b>	N/A	

**REMOTE SERVERS**

<b>DISCUSSION</b>	Tabled due to Salli Dibartolo's absence	
<b>CONCLUSIONS</b>	N/A	
<b>ACTION ITEMS</b>		
N/A		

### FUTURE ITEMS FOR DISCUSSION

<b>DISCUSSION</b>	<ol style="list-style-type: none"><li>1. Facebook</li><li>2. Twitter</li><li>3. Blogs</li></ol>
Chuck Kise mentioned that sometime in the future that BCC will need to address the issue of social networking tools in education. Chuck mentioned that BCC currently does not have a policy about the use of social networking tools used in the classroom. Chuck recommended that in order to get ready to address these issues, the member of the ETAS should begin to research these topics.	
<b>CONCLUSIONS</b>	N/A
<b>ACTION ITEMS</b>	
N/A	

### NEXT SCHEDULED ETAS MEETING

<b>DISCUSSION</b>	The ETAS members discussed the need to meet, again. It was suggested that when the ETAS does meet, again, that some of the tools such as Wimba should be used to eliminate the need to drive to one location. Chuck Kise suggested that we do not schedule another meeting until after the next AAC meeting, March 18 <sup>th</sup> .
<b>CONCLUSIONS</b>	The ETAS agreed to wait until after the next AAC meeting, March 18 <sup>th</sup> , to assess the need to meet, again.
Chuck Kise mentioned that after the next AAC meeting he would communicate to the ETAS the results of the ETAS recommendations to the AAC. At that time the ETAS will decide if and when would convene.	
<b>MEETING ADJOURNED: 5:00 PM</b>	