

Educational Technology Advisory Subcommittee

MINUTES

JANUARY 31,
2013

2:00 – 4:00

COCOA 12-205

MEETING CALLED BY	Chuck Kise, Chair
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Michelle Rezeau
ATTENDEES	Chuck Kise, Linda Parish, Sandi Lanza, Stephen Gallagher, Michelle Rezeau, Salli DiBartolo, Dayla Nolis, Dr. Suzanne O'Neil, Kelvin Coles, Dr. Kathy Cobb, Liz Craft

Agenda topics

ANGEL ORIENTATION

CHUCK KISE

DISCUSSION	<p>Are students required to take the Angel Orientation every semester or not? There is some confusion about this.</p> <p>Several faculty and their students had trouble accessing the orientation before the semester started. The orientation is supposed to be available as soon as the student has registered. There is communication about the orientation in the Class Schedule and on the web.</p> <p>eBrevard students should be required to take the orientation every semester.</p>		
CONCLUSIONS	Chuck will follow up with Dr. Miedema and Betsy Wetzel regarding the orientation requirement.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Follow up on Angel orientation requirement.	Chuck Kise	By next meeting	

ACTEC NEWS

DAYLA NOLIS

DISCUSSION	<p>Academic Technology is working on Camtasia Relay implementation. IT has the software installed and the server is ready for testing.</p> <p>Liz Craft has been looking at best practices at other colleges. The software will allow faculty to store recordings on the BCC server or on a YouTube or Jing account.</p> <p>Rollout is planned for March. The AcTec newsletter will announce the software and provide a list of available tutorials and workshops.</p> <p>Can captions be added to recordings? Liz will be testing to determine the difference in file sizes and processing times. This could impact server storage space. It may be possible to create two profiles, one with and one without captions. Faculty would select the appropriate profile for recording.</p>
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	The storage policy for recordings was briefly discussed.	
CONCLUSIONS	Marketing for Camtasia Relay needs to be discussed in the future.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss marketing plans for Camtasia Relay	Committee	Next meeting
Resend approved storage policy to committee	Chuck Kise	As soon as possible
Follow up with IT regarding storage policy for recordings	Chuck Kise	By next meeting

LEARNING LABS

KELVIN COLES

DISCUSSION	<p>The new textbook and testing materials policy is in effect this semester in the Learning Labs. Students are not always aware of the new policy so there are a few growing pains.</p> <p>Three of the four Learning Labs are using an online system for students to log into the labs. So far it is working well and provides for better reporting. The Melbourne Learning Lab has been going through renovations, so they will look further into using the system after their relocation is complete.</p> <p>eBrevard Testing Labs are using a scheduling application that was created by IT. Instructors can submit lab requests through the system and then students can schedule exams. The Learning Labs would like to use this system too for face to face make up exams as it would reduce the use of paper forms and allow make-up exam students to schedule their own exams similar to eBrevard students. The Cocoa Learning Lab will trial and if it goes well then it could be implemented at all labs. The scheduling program should have a distinct name from eBrevard's application to minimize student confusion. Dr Cobb suggested not making any changes in names until after the SACS Review so there is no confusion for the review team.</p>	
CONCLUSIONS	The Learning Lab Coordinators and Robin Boggs of eBrevard should meet to discuss options for the scheduling application.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Learning Lab Coordinators and eBrevard to discuss options for implementing a scheduling application in all testing labs.	Kelvin Coles	As soon as possible.

LIBRARIES EREADER PILOT

MICHELLE REZEAU

DISCUSSION	<p>eReader usages statistics for fall were distributed to committee. Usage was very low. The librarians have many concerns and will have a cluster meeting in February to discuss and come up with recommendations which will be forwarded to ETAS for review.</p> <p>Some of the concerns include:</p> <ul style="list-style-type: none"> -low use -lack of collegewide marketing -eBooks for eReaders are purchased using campus library budgets which are for supporting faculty and their curriculum yet faculty can't check out eReaders 	
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	-eReaders are not available for check out to faculty and staff thus adoption and promotion to students is not widespread -eBooks for eReaders can't be purchased quickly to meet student's immediate needs	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email eReader usage statistics to committee	Michelle Rezeau	As soon as possible
Bring eReader recommendations from Library Science Cluster to ETAS	Michelle Rezeau	Next meeting

508 COMPLIANCE ISSUE

CHUCK KISE

DISCUSSION	The draft policy for textbooks to be in compliance with OSD requirements and compatible with IT systems is up for review and approval by the AAC and should be on the agenda at their next meeting.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update on status of draft textbooks policy	Chuck Kise	Next meeting

FACULTY TECHNOLOGY SURVEY

CHUCK KISE

DISCUSSION	<p>The committee reviewed the results from the Faculty Technology Survey conducted in fall 2012. The response was around 20% which the committee felt was a good rate.</p> <p>Questions 1 – 4 were reviewed and the corresponding comments were discussed at length. Commons themes for improvement were highlighted for further discussion.</p> <p>Dayla says it is possible to cross reference any question with another question. For example, subjects taught could be crossed referenced to campus.</p> <p>Would it be possible to compile a chart showing years taught at BCC (question #25)?</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Continue reviewing survey results.	Committee	Next meeting
Chart showing years taught	Dayla Nolis	By next meeting

Next Meeting: Thursday February 28th 2:00 – 4:00 Melbourne Campus, 10-204.