

# Educational Technology Advisory Subcommittee

MINUTES

APRIL 25, 2013 2:00 – 3:30 PM

COCOA 012-205

<b>MEETING CALLED BY</b>	Chuck Kise, Chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>NOTE TAKER</b>	Michelle Rezeau
<b>ATTENDEES</b>	<p>Chuck Kise, Dustin Files, Linda Parish, Sandi Lanza, Stephen Gallagher, Michelle Rezeau, Salli DiBartolo, Betsy Wetzel, Dayla Nolis, Dr. Suzanne O'Neil, Kelvin Coles</p> <p>Guest: Liz Craft</p>

## Agenda topics

AREA UPDATES: IT NEWS

BETSY WETZEL

<b>DISCUSSION</b>	<p><b>Wireless:</b> The installation of the wireless network in outside common areas is almost finished. There have been a few issues with logging in. See the website or call the Help Desk for assistance. The password will still be changed every semester for security purposes. There is guest access to the wireless network for vendors, Board of Trustees, or other College guests. It is password protected and has internet access only with limited bandwidth.</p> <p><b>Brighthouse hot spots:</b> It has been very difficult dealing with Brighthouse and getting them to install hot spots near each campus. The Melbourne campus is mostly covered. It's doubtful that Titusville will be covered because of its location.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

AREA UPDATES: ACTEC NEWS

DAYLA NOLIS

<b>DISCUSSION</b>	<p>AcTec has been busy doing WIDS and Performance Based Learning training. The first workshops for Camtasia (capture software) are next week. There will be more in the summer.</p> <p>AcTec has reviewed the technology surveys for future training opportunities. It seems like communication for training could be better. Training is communicated through <i>BCC News You Can Use</i>. Workshop attendance is down and Dayla suspects that faculty and staff aren't reading the news all the way through to learn about training opportunities. It's frustrating because faculty say they want training but aren't taking advantage of what's offered or are registering but not attending. For example at recent workshops 15 registered but only 4 attended and 5 registered but 0 attended. It's also suspected adjunct faculty aren't reading their BCC email.</p>
<b>CONCLUSIONS</b>	<p>Perhaps Barbara Kennedy, Academic Dean for the Center for Teaching Excellence, could discuss the issue with the Provosts? The Provosts could emphasize the training opportunities available to faculty and staff. The Department Chairs could also emphasis these opportunities for faculty.</p>

	Is there a way for the <i>BCC News You Can Use</i> training announcements to include a link to insert an appointment in Outlook? This could help with attendance by reminding faculty and staff.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Contact Barbara Kennedy about training opportunities for faculty.	Chuck Kise	By next meeting
Determine if it's possible to insert an Outlook appointment link in <i>BCC New You Can Use</i> .	Betsy Wetzel	By next meeting

AREA UPDATES: LEARNING LABS

KELVIN COLES

<b>DISCUSSION</b>	The Learning Lab Coordinators will be meeting in May to set up a plan for an external testing database.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

AREA UPDATES: LIBRARY

MICHELLE REZEAU

<b>DISCUSSION</b>	eReader circulation statistics were shared with the committee. Statistics cover from 1/14/2013 to 4/23/2013. Out of 20 circulating eReaders there have only been 14 check outs during spring term. Cocoa had the most with 11, Palm Bay 2, Melbourne 1, and Titusville 0. The eReaders were not purchased with SGA funding but rather student technology fees. Funding was contingent upon students-only access for the pilot. The librarians are still concerned about eReader check-out being limited to students only and not available for faculty or staff.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

AREA UPDATES: LMS COMMITTEE

SALLI DIBARTOLO

<b>DISCUSSION</b>	<p>Three LMS vendors recently made presentations, Blackboard, Desire2Learn and Canvas. The LMS Committee will look at the faculty feedback from the in-person presentations. Online viewers will be able to fill out a survey too.</p> <p>Next month the LMS Committee will select the top 2 vendors, review in more depth, and get quotes. The finalist will be selected in fall 2013 and the vendor's trial site will be available. In spring 2014 technical preparations will continue, training materials will be developed, and training will start. In summer 2014 testing with selected faculty will start and training will continue. In fall 2014 Angel and the new LMS will run in parallel. In spring 2015 the new LMS will be officially launched.</p> <p>Both Dayla, AcTec, and Betsy, IT, expressed concerns about their current staffing levels. Both areas have fewer employees. It won't be possible to continue their current workloads and set up the new LMS. They will need additional staff to make the conversion.</p>	
<b>CONCLUSIONS</b>	The LMS Committee needs to look at support staff levels and make a recommendation to the AAC. The AAC needs to raise this concern with the Administration.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OLD BUSINESS: CAMTASIA STORAGE POLICY

DAYLA NOLIS

<b>DISCUSSION</b>	The policy still needs to be rewritten and taken back to the AAC for approval.	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Rewrite the Camtasia storage policy addressing AcTec and IT needs.	Dayla Nolis and Betsy Wetzel	By next meeting

OLD BUSINESS: STUDENT BASIC COMPUTER SKILLS

STEPHEN GALLAGHER

<b>DISCUSSION</b>	<p>There is concern that the issue of computer literacy is not being addressed. The New Student Online Orientation Review Committee has not met recently.</p> <p>This issue originally came from faculty to ETAS. The ETAS made the recommendation for a computer literacy assessment and the AAC approved. Faculty felt that valuable teaching time was being spent on computer literacy issues.</p> <p>The online orientation with a computer literacy assessment would show proof of a student's literacy or not. If they are not computer literate then there needs to be a course or tutorial for students to get their skills up to speed.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Re-affirm with the AAC that computer literacy is still an important issue	Chuck Kise	By next meeting

OLD BUSINESS: FACULTY AND STUDENT TECHNOLOGY SURVEYS

CHUCK KISE

<b>DISCUSSION</b>	<p>Committee members previously worked on summarizing the faculty and student technology survey results. Chuck compiled the summaries and emailed to the Committee prior to today's meeting. The surveys and their summaries were provided to the AAC at their last meeting. They are also available on the AAC website.</p> <p>Committee discussed the survey cycle. Two to three years between cycles seems ideal. There should not be too much time between surveys as technology changes rapidly.</p> <p>Dayla stated that AcTec used the survey results during the Strategic Planning process.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<b>DISCUSSION</b>	<p>Right now computer faculty use Office 2010 in their classes. Office 2013 is available. It is difficult for students to get Office 2010 as newer computers come installed with Office 2013. The computer faculty would like to start using Office 2013 in January 2014.</p> <p>Betsey said there are IT installation issues when upgrading between fall and spring terms. There is not enough time due to winter break and overtime is difficult to get authorized. Also, changing in the middle of the academic year is disruptive to students.</p> <p>Betsey recommended upgrading to Office 2013 in fall 2013. Chuck stated there are concerns with a fall 2013 conversion due to courseware. However, waiting until fall 2014 is not ideal either.</p>	
<b>CONCLUSIONS</b>	<p>The computer science faculty will explore the possibility of teaching Office 2013 beginning August 2013. First, the faculty will survey the full time faculty college wide to make sure that the installation of Office 2013 on academic computers this August will not interfere with any other applications. If it is not possible to install Office 2013 in August, then the computer science faculty will have to wait until Fall 2014.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Survey full time faculty to make sure installation of Office 2013 will not interfere with other applications.	Chuck Kise	As soon as possible
Consider any negative impacts from changing to Office 2013 in fall.	Committee to email Chuck	As soon as possible

## OTHER ITEMS

<b>DISCUSSION</b>	<p>Chuck Kise announced the ETAS Melbourne campus representative, Linda Parrish, will be retiring in May so there will be a new committee member in fall. Dr. Kennedy is maintaining a list of faculty who would like to join a committee.</p> <p>Sandi Lanza announced that the Radiography program is looking into purchasing iPads Minis to be utilized in the program's clinical sites for evaluations and competency documentation, thus going 'paperless'.</p> <p>Next Meeting: To Be Determined</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Contact Dr. Kennedy for a new Melbourne campus representative	Chuck Kise	By next meeting
Email 2013/2014 meeting dates to committee	Chuck Kise	By next meeting

## OUTSTANDING ACTION ITEMS

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Update on status of draft textbooks 508 compliance policy	Chuck Kise	By next meeting