

Educational Technology Advisory Subcommittee

MINUTES

10/26/2012

2:05 PM

MELBOURNE

MEETING CALLED BY	Chuck Kise, Chair
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Linda Parrish
ATTENDEES	<p>Chuck Kise, Dustin Files (phone), Linda Parish, Sandi Lanza (phone), Stephen Gallagher Salli DiBartolo, Dayla Nolis, Dr. Suzanne O'Neil, Kelvin Coles, Dr. Kathy Cobb</p> <p>Guest: Liz Craft, Jason Hendler</p>

Agenda topics

ACTEC REPORT

DAYLA NOLIS

DISCUSSION	<p>Jason Hendler demonstrated the way he uses Echo 360 in one of his classes. He uses voice over in Power Point presentations. There was some concern about converting the voice overs for students with disabilities.</p> <p>Ms. Nolis reported that there are currently about 400 video captures that faculty need to access and that these are used by about 10 faculty members. Ms. Nolis suggested that BCC purchase a new server for Camtasia and new captures, but that current captures be housed in their current servers. It was agreed that ETAS would not be involved with the decision about a new server.</p> <p>Camtasia can automatically transcribe text and there is a plug in that captions narrations for PowerPoint.</p> <p>There was discussion concerning the preservation of current and future captures. The resulting recommendations are below.</p>	
CONCLUSIONS	<p>1) ETAS recommends the following policy for the preservation and continued use of video captures:</p> <p>For those captures on Echo 360 which were captured in the classroom: after each semester AcTec will ask faculty whether such captures can be archived or deleted.</p> <p>For those captures on Echo 360 and Apreso which are personal captures, AcTec will ask faculty every two years whether such captures should be deleted or maintained. (Moved by Salli DiBartolo and seconded by Stephan Gallagher. Motion passed.)</p> <p>For those new captures that will be made on Camtasia Relay, AcTec will ask faculty each semester whether the captures should be archived, deleted, or maintained. (Moved by Salli DiBartolo and seconded by Linda Parrish. Motion passed.)</p> <p>2) ETAS recommends that those captures that are preserved not be altered to the point that they lose current appearance and functionality.</p>	
ACTION ITEMS	PERSON	DEADLINE

	RESPONSIBLE	
Forward the recommendation above to Laura Dunn and to Betsy Wetsel.	Chuck Kise	by next AAC meeting

ANGEL ORIENTATION

DR. KATHY COBB

DISCUSSION	There will be mandatory Angel orientation for all students starting in Jan., 2013. Students will be required to score at least 70% on the assessment before being allowed entrance into their Angel classrooms. Provosts should notify faculty of this change. There will be a report generated concerning which students have completed the orientation and which have not. Students who have not completed the orientation will be contacted by various means, including phone calls and e-mail. The orientation will be repeated every two years.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
This information needs to be disseminated to faculty.	Dr. Kathy Cobb	

LEARNING LABS

KELVIN COLES

DISCUSSION	Test security can be an issue with the pay-to-print policy. The labs can now reset passwords and this has helped. Faculty are to submit test dates to the labs prior to the beginning of the term. Palm Bay has a new on-line system for logging students into the labs and this system is set to go college-wide.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TEXT USE ON PROCTORED EXAMS

CHUCK KISE

DISCUSSION	The policy recommended by ETAS was sent back to AAC, with the addition that any extra materials needed on tests need to be given to the lab by the faculty member. Students should not be carrying in notes, books, etc. This recommendation has been passed by the Provosts' Council.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

STUDENT AND FACULTY TECHNOLOGY SURVEY

CHUCK KISE

DISCUSSION	The survey has been sent to Dr. Medima. Laura Dunn and Salli DeBartolo have both had a chance to look at the survey and have given their OK.	
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

508 COMPLIANCE ISSUE

CHUCK KISE

DISCUSSION	A committee concerning text book selection has been formed and work is in progress.	
CONCLUSIONS	Faculty should consult with OSD before selecting textbooks.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

LMS COMMITTEE

SALLI DIBARTOLO

DISCUSSION	The LMS Committee is recommending that Wimba be replaced. Various options were mentioned.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CGS 2100/MYITLAB

SALLI DIBARTOLO

DISCUSSION	MyITLab is supported by several browsers and is scalable. One plug for Firefox needs to be installed, according to Pearson. Salli will test the software this spring.	
	Kelvin Coles reported that some students taking CGS do not have adequate computer skills.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
See about the plug in required for Firefox.	Salli Dibartolo	