AGENDA

1. **Approve Agenda**

2. **Approve Minutes:** Approval of the Minutes from the January 22, 2015 meeting

3. **COE Social Media:**
   a. Digital Signage
      i. Update on when it will go live
      ii. Begin developing a policy for posting items
   b. Audio for videos
      i. Update from O’Donnell regarding options
   c. Items for Discussion
      i. Update on posting Social Media Guidelines on COE Website
      ii. Liles will discuss possibility of 199 Special Topics class for unpaid interns for O’Donnell at next DAC meeting
      iii. Photography for events
         1. Liles will raise discussion at next DAC meeting
      iv. Organizing events
         1. Liles will raise discussion at next DAC meeting

4. **DAC Report:** No report

5. **AITC Report:** (Chung)

6. **Technology Wish List:**
   a. Review requests received to date
   b. Begin researching costs and developing spreadsheet

7. **Collaborative Learning Spaces:**
   a. Develop recommendations
      i. Classrooms controlled by COE: Eureka 209, 211, 215, 221, 223, 301, 307G, 329, 415

8. **Discussion Items:**
   a. Bookstore discounts for faculty
      i. Yes, still available through JourneyEd
   b. Faculty profile book
      i. Liles will discuss at next DAC meeting

9. **Next Meeting:**
   a. Tuesday, March 17, 12:00-1:00 p.m., EUR 221