COE Technology Advisory Committee Minutes
February 28, 2013

COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, February 28, 2012
1:15-2:15 p.m.
Eureka Hall 221

MINUTES

Members Present:  Elisabeth Liles, Chia-Jung Chung, Lisalee Egbert

Members Absent:  Kimberly Gordon Biddle (CHDV), Steve O’Donnell (Staff), Ka Va (BMED), Mark Rodriguez (CoCo)

1. Minutes:
   a. We did not have a quorum. Therefore, the minutes for September 27, 2012, October 25, 2012, and November 29, 2012 have yet to be approved. If we do not have a quorum for our April meeting, we will send out a vote for approval through email.

2. DAC Report:
   a. The COE Web page is close to becoming live. Steve O’Donnell created a new template that the university plans to use.
   b. Several rooms have been upgraded with new whiteboards and other equipment (e.g., EUR 211, EUR 215, EUR 301, EUR 329, EUR 223, EUR 415)
   c. Phones will be added to EUR 223, 329, 211, and 215 soon.

3. AITC Report:
   a. There was no report from AITC.

4. CoCo Report:
   a. There was no report from CoCo.

5. Call for Instructional Technology Equipment Needs:
   a. The committee members present brainstormed equipment needs for the Faculty Resource Room, Equity and Social Justice Room, and labs
      i. Social Justice Room
         1. One Mac since there are already two PCs
         2. Editing software
         3. Video equipment for student use
         4. Teaching Materials: Guidance curriculum, sample textbooks
         5. Deaf Studies DVDs
         6. Journals, Magazines for educators, faculty publications
   b. Liles agreed to email the COE for universal requests, then email the requests to the committee to research cost points, and then prepare the spreadsheet for Katy by the deadline

6. Instruction Sheets for Labs:
   a. Chung reported that these are in process
   b. Recommended to also add more instruction sheets to the Faculty Resource Room and then test them for user-ease
      i. Liles agreed to email the COE about the move of the Faculty Resource Room to EUR 201 over Spring Break
         1. Talked about creating a new flyer to advertise the move

7. TAC Webpage:
   a. Discussed possible items to post:
      i. Link to Blackboard student and instructor trainings
8. Guidelines:
   a. Discussed that there should be some commonality among classes and university when developing guidelines for both online course etiquette and technology equipment requests and allocation
   b. Discussed whether guidelines fall under TAC’s responsibility, or if it will be included in one of the larger committees that begin in the fall

9. Discussion Items:
   a. Liles spoke with Pia about contact information for SJUSD and Promethean partnership, but the partnership is no longer an option for CSUS
      i. Discussed contacting Promethean and Smart Board to see if we could get a donation from either company

10. Next Meeting:
    a. Since the next meeting falls during Spring Break, any necessary meetings for March will occur through email. The next official meeting will be April 25.