COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, April 25, 2012
1:15-2:15 p.m.
Eureka Hall 221

MINUTES

Members Present:  Elisabeth Liles, Chia-Jung Chung, Ka Va

Members Absent:  Kimberly Gordon Biddle (CHDV), Steve O’Donnell (Staff), Lisalee Egbert (EDS) Mark Rodriguez (CoCo)

1. Minutes:
   a. We did not have a quorum. The committee members present agreed that all minutes would be sent out via email for a vote to approve them via email.

2. AITC Report:
   a. Discussed the increase of courses using online evaluations and the implications this means for moving in that direction campus-wide
   b. Discussed the project JP is working on that enhances the process for written evaluations
   c. Discussed FASC’s proposal to make online evaluations the default for the COE, but allow individuals to still opt for paper evaluations

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

4. Call for Instructional Technology Equipment Needs:
   a. Reminded everyone that the call went out in March and there has been no news to date.

5. Instruction Sheets for Labs:
   a. Chung reported that these are in process
   b. Discussed that the need for instructions has not appeared to be as important as last year, as there have been no complaints to date from faculty

6. TAC Webpage:
   a. Liles will work with O’Donnell to add the items discussed at previous meetings once O’Donnell sends out the link to the new site
   b. The new site is set to launch in June

7. Equity and Social Justice Room:
   a. Will continue working with Debbie next year to work toward the vision for this room

8. Guidelines for Online Course Etiquette Guidelines:
   a. Decided to recommend to the new SPARC committee that they take this task on as part of their policy and procedures responsibility

9. Discussion Items:
   a. Liles updated committee on search committee progress for new assessment/IT position for the COE
      i. Search committee is meeting next week to discuss ranking of candidates
   b. Briefly discussed online evaluations and how this relates to the RTP process
      i. Where does the data go first, etc.
10. **Next Meeting:**
   a. TAC decided that there is no further business to complete this semester. Therefore, the May meeting has been canceled.