COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, October 24, 2013
11:00 a.m. -12:00 p.m.
Eureka Hall 221

MINUTES

Members Present: Chia-Jung Chung, Elisabeth Liles, Betty McHugh, Ravin Pan, Bill Vicars

Members Absent: Steve O’Donnell (Staff)

1. Introductions:

2. Confirm Committee Members:
   a. McHugh will confirm with CATTE that she is also representing them on this committee
   b. University IRT Member
      i. Vicars raised the idea of inviting an IRT member to meetings as necessary, but not requiring committee membership

3. Elect Chair and Co-Chair:
   a. Liles and Chung will serve as co-chairs

4. Vacancy Recommendations:
   a. No vacancies

5. Confirm Scheduled Meeting Day and Time:
   a. Confirmed Fourth Thursday from 11:00-12:00
   b. November meet Third Thursday, November 21 from 11:00-12:00
   c. December meet Third Thursday, December 19 from 11:00-12:00

6. Assign 1, 2, or 3 Year Terms:
   a. Vicars – 1-year term
   b. Pan – 1-year term
   c. Betty – 3-year term
   d. Chung – 2-year term
   e. Liles – 3-year term

7. Refine and Review Charge:
   a. Changed to 9 total members (no non-voting member)
   b. Need to clarify with Dean about developing and monitoring policies
   c. Provide faculty training = Promote faculty and staff technology-related training
   d. Will need to add to agenda time to address COE Web page
      i. Also add TAC page
      ii. Chung and Liles will also talk about the Web page at their meeting with the Dean

8. Designate a Representative for DAC:
   a. McHugh will attend DAC this month
   b. Liles will be representative for the following months

9. Discussion Items:
   a. Wish list – start planning next meeting
b. SPAR report
   i. May send out survey to faculty about technology – will recommend TAC does this

c. Upgrade List for Smart Rooms
   i. The labs and rooms the COE controls
      1. Updated EUR 215, 211, 301, and 329 with new projectors
         a. Is there anything else we need in those rooms?
         b. What other rooms may need upgrades?
      2. Committee will email Liles with recommendations, who will provide the recommendations to the Dean

10. **Next Meeting:**
    a. November 21, 11:00-12:00, EUR 221