COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, November 21, 2013
11:00 a.m. -12:00 p.m.
Eureka Hall 221

MINUTES

Members Present: Chia-Jung Chung, Betty McHugh, Bill Vicars

Members Absent: Steve O’Donnell (Staff)

1. Approved October Minutes.

2. Confirm Committee Members:
   a. Liles will be representing CATTE on TAC, so all positions on the committee are now filled

3. Refine and Review Charge:
   a. Last Meeting’s Revisions
      i. Changed to 9 total members (no non-voting member)
      ii. Provide faculty training = Promote faculty and staff technology-related training
   b. Discuss Dean Sheared’s recommendations and finalize charge: Two changes were made. Please see revised TAC charge.

   Old Charge #1: Oversight of CoE technology operations including: technology resource allocations, strategic planning for technology, technology policies and technology infrastructure (including maintenance and operation) (TAC)

   Revised Charge #1: Recommend college-wide technology operations including: technology resource allocations, strategic planning for technology, technology policies and technology infrastructure (including maintenance and operation) (TAC)

   Old Charge #2: Provide input on the content for CoE webpage, with input from programs and departments.

   Revised Charge #2: Provide input on and promote the development of the content for CoE webpage, with input from programs and departments.

   Old Charge #3: Develop and monitor policies related to online course delivery models and online course evaluations.

   Revised Charge #3: Develop and monitor policy proposal related to online course delivery models and online course evaluations.

4. DAC Report: (McHugh)
   a. One DAC committee recommended including one committee from university IRT in TAC. Two current TAC committee also serve university-level technology committee and will have the chance to communicate with IRT.
   b. EUR 315 is chosen to be upgraded first.

5. AITC Report: (Liles)
   a. FYI:
      i. AITC has sent forward a proposed Computer Lab Scheduling Policy to the Executive Committee for review and approval
      ii. AITC’s next project is to begin drafting a Social Media Policy/Responsible Use Guidelines for the campus

6. COE Webpage:
   a. Discuss with O’Donnell adding a page for TAC: O’Donnell has already create a page for TAC.
      http://www.csus.edu/coe/committees/
b. Discussed in prior meetings what to include, review minutes.
c. Regarding the content on program webpages, all program coordinators will be invited to attend TAC meeting in December and be offered brief overview of how to maintain program webpage and external website in the meeting. Some well-organized program webpages will be showcased.

7. **SPAR Report**: (Chung)
   a. SPAR discussed sending out a survey to faculty about technology – was it recommended that TAC will do this?
      i. TAC will distribute the survey but the date has been decided yet. It will be discussed again in December meeting.
   b. SPAR will also make official recommendation for technology wish list (iPads, Smartboard?). McHugh and Chung will research the possibility to use Apple TV and iPad to replace Smartboard. McHugh will also find out which university lab(s) have Smartboards installed already so faculty can use these labs for demonstration purpose.

8. **Upgrade List for Smart Rooms**: (Liles)
   a. FYI:
      i. Liles did not receive recommendations from the committee so sent forth the following recommendations to the Dean
         1. **Highest Priority**
            a. EUR 415 – Intermediate Smart (instructor computer and podium)
            b. EUR 315 – Intermediate Smart (instructor computer and podium), White board
            c. EUR 307G – Intermediate Smart (instructor computer and podium)
         2. **Moderate Priority**
            a. EUR 415 – Elmo
      ii. If other recommendations do exist, we will include them in the Wish list

9. **Wish List**:
   a. By next meeting, each committee member will meet with program area group/branch and begin collecting recommendations and priority of each recommendation.
   Chung will collect recommendations from SPAR.
   McHugh will collect recommendations from CATTE.
   O’Donell will collect recommendations from Staff.
   Vicars will collect recommendations from ERI.
   Liles and Pan will also collect recommendations from their other committee groups.
   b. We will begin compiling recommendations at December meeting

10. **Next Meeting**:
    a. December 19, 2013 from 11:00-12:00 in EUR 221