COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, March 20, 2014
11:00 a.m. -12:00 p.m.
Eureka Hall 221

MINUTES

Members Present: Elisabeth Liles, Betty McHugh, Ravin Pan, Bill Vicars

Members Absent: Chia-Jung Chung, Steve O’Donnell

1. Approve Agenda: Agenda approved.

2. Approve Minutes: February 27, 2014 minutes approved.

3. DAC Report: (Liles)
   a. TAC charge will be presented at next DAC meeting.

4. AITC Report: (Liles)
   a. The last AITC meeting was replaced by the Blackboard information session on campus
   b. The next AITC meeting is this Friday

5. COE Webpage:
   a. Invitation to all program coordinators will be sent to attend April meeting.
      i. Program coordinators will be advised to look at their page on the Web site prior to the meeting
      ii. Program coordinators can also recommend questions to ask students on the survey (see below).
   b. Develop student survey to be conducted in May regarding the COE Web site.
      i. Vicars recommended the survey becomes a class assignment in the iMet or another technology-based program to ensure it is valid and reliable – the students in the program could review the Web site, survey students, and develop a summary of feedback, as well as provide suggestions. TAC would receive the results of this project and move forward.
      ii. Liles will ask O’Donnell who he would prefer feedback from, and she will ask Chung (as iMet program coordinator) for her opinion on integration of an assignment.
      iii. McHugh recommended developing specific guidelines for the assignment to ensure we receive the data that will be most useful for TAC’s next steps.
      iv. We need to talk to O’Donnell to see what statistics are being reviewed based on the searches being conducted on the COE Web site.
   1. Can we add a search tool for within the COE site only (not just the search box for the entire campus site).
      a. Brandon informed us that this is not allowed by the campus (Public Affairs has final say) – we must work within these confines
      b. Are other colleges providing Public Affairs with feedback? Is it possible to enact change?
         i. Liles and Chung will discuss these concerns with the Dean at their next committee chairs meeting with her
      c. The COE Web site does have a form for viewers to request information in case they are having trouble finding what they are looking for
   2. Brandon (O’Donnell’s student assistant) attended part of meeting to answer questions about the data analysis
      a. Google Analytics used for entire campus. O’Donnell receives a monthly report for information specific to COE Web site.
6. **Wish List:**
   a. McHugh reported that individuals who use Del Norte 1010 must be trained in how to use the Smartboards. This training can be completed through IRT or through Classroom Learning IT. This training is available by appointment. Mostly, the room is being used for peer-assisted learning and learning communities. There might be a board available to train on that is not being used in the room. McHugh will follow up on this.
   b. Call to college went out on 3/19/14
   c. Wish list needs to get to McHugh with contact for who is requesting the equipment to help in process of ordering the equipment. She also needs to know where the software is going to go, what platform it uses, etc.
   d. The faculty resource room in the COE has equipment that can convert VHS to DVD. O’Donnell can help faculty and staff with this procedure.
   e. COE is scheduled this summer to have rewiring.
   f. We need to clarify with faculty and staff that we can only request permanent equipment for classrooms that the COE controls. If we want equipment in rooms owned by the campus, we can make recommendations to IRT.
   g. McHugh has doc cams that can be checked out by faculty.

7. **Next Meeting:**
   a. April 24, 2014 from 11:00-12:00 in EUR 221