COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, May 22, 2014
11:00 a.m. -12:00 p.m.
Eureka Hall 221

MINUTES

Members Present: Chia-Jung Chung, Elisabeth Liles, Betty McHugh, Steve O’Donnell, Ravin Pan

Members Absent: Bill Vicars

1. Approve Agenda: Agenda approved.

2. Approve Minutes: Approved Minutes from the April 24, 2014 meeting.

3. COE Website:
   a. Some coordinators send O’Donnell information, and some coordinators do not
      i. Can TAC help serve as a liaison? Could TAC add the Web site as part of the committee’s charge?
      ii. Chairs need to approve content prior to O’Donnell posting it on the Web site, yet there seems to be a lack of
          process in place; therefore, content is lacking on the Web site
      iii. Possible recommendation: TAC adds Web site as part of the committee charge and is able to work together to
          discuss structure of the Web site, content oversight, and resources. Curriculum content would be approved as
          possible, or referred back to chairs when needed.
      iv. Need to create a maintenance schedule to update dates, etc. on the Web site.
   b. Goals for the Web site for the summer
      i. O’Donnell will create possible models for the branch front pages and send to TAC for feedback and input over
         the summer. TAC will choose one model to implement, and O’Donnell will modify the branch pages, beginning
         with Teacher Credentials. Chung agreed to work with Wong during this process, as well.
      ii. Liles will send link to alumni profiles to Branch Chairs, requesting them to send the link to Program
          Coordinators, requesting them to send the link to alumni so we can get more profiles on the Web site over the
          summer from a variety of programs
      iii. Liles will also send email to COE, reminding faculty to update their profiles
      iv. O’Donnell will create an editorial calendar, including who is responsible for what and how often it needs to be
          updated
   c. Student survey
      i. O’Donnell will send out results from Wesleyan survey
      ii. At this point, we are targeting current students only to survey
          1. What would students like to see on the program pages?

4. DAC Report: (Liles)
   a. TAC was encouraged to work with SPAR in developing a student survey
   b. The revised charge is on the DAC agenda as an action item for today’s meeting

5. AITC Report: (Liles)
   a. AITC is making progress on a Social Learning Policy
   b. The Computer Lab Policy is under review by the President

6. Next Meeting:
   a. Liles will email everyone in the fall regarding the September meeting