COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, September 25, 2014
11:00 a.m. -12:00 p.m.
Eureka Hall 211

MINUTES

Members Present: Chung, Liles, O’Donnell, Pan

Members Absent: All that are still serving were present

1. Approve Agenda

2. Approve Minutes: Approved Minutes from the May 22, 2014 meeting.

3. Membership:
   a. Terms:
      i. One Year Terms (2013-2014) Expired: Pan, Vicars
   a. Vicars’s term has expired
   b. Pan agreed to serve another year to represent SSOAR and the Undergraduate Branch
      ii. Two Year Terms (2013-2015): Chung
   a. Chung represents SPAR and the Credential Branch
   iii. Three Year Terms (2013-2016): Liles
   a. Liles represents CATTE and the Graduate Branch
      b. Ensure all committees and branches are represented: ERIC, SPAR, SSOAR, CATTE, undergraduate, graduate, credential, staff member, IT/Data member
         i. O’Donnell will continue to serve as the Staff Representative, as well as interim IT/Data Representative
         ii. Liles will contact ERIC for a representative
   c. McHugh is no longer at CSUS; staff search being conducted
      i. O’Donnell is serving on the search committee
   d. Determine Co-Chair Terms
      i. TAC decided to maintain a one-year term for co-chairs
      ii. Liles re-elected chair for 2014-2015 term
      iii. Chung re-elected co-chair for 2014-2015 term

4. COE Webpage:
   a. Liles and O’Donnell modified the alumni profile form to be more inclusive of all programs. Liles sent the link to the form to all Branch Chairs twice through email, requesting that they forward the email to Program Coordinators.
      i. Update on Student Profile Page
         a. O’Donnell will review profile form to ensure that it is completely inclusive of undergraduate, credential, and graduate alumni
         b. There are many BMED and Counselor Education profiles posted; several more from other programs have been submitted recently
      ii. O’Donnell discussed how he has three new student assistants, and a fourth will be hired. He is in the process of training them. They are behind on services due to this.
         a. One student assistant will be devoted to monitoring social media
      iii. There is some interest in doing data collection from when people ask questions, submit a profile, etc.
         a. How do we contact people? O’Donnell has been asked to develop a contact tool.
         b. Looking at a way of email marketing; see how we want to contact students with information
         c. This relates to recruitment, as well
            1. How can we contact people outside of the university?
2. TAC agreed to add this discussion as an agenda item for our next meeting
   b. Liles sent an email to all COE faculty, reminding them to update their profiles.
      i. Update on Faculty Profile Page
         a. More have submitted profiles
         b. Liles will remind faculty through email
         c. Liles will discuss with Graduate Branch, Chung will discuss with Credential Branch, and Pan will
discuss with Undergraduate Branch and SSOAR
   c. Update on possible models for the branch front pages
      i. O’Donnell has been working within the templates available to create a new front page
      ii. IRT Service Desk page is a potential new template that is not yet available to other colleges
   d. Update on the editorial calendar
      i. Editorial calendar exists; but it is difficult to add the responsibility to someone’s workload – how do we
implement formally making someone in particular responsible for certain things (e.g., uploading content)
         a. O’Donnell has a recommended calendar available, but it is not within his authority to implement it
         b. Liles will ask about this at DAC today
   e. Student Survey
      i. Steps to implement survey
         a. Will discuss next meeting

5. DAC Report: (Liles)
   a. DAC approved TAC’s revised charge at the May meeting

6. AITC Report:
   a. New COE representative needed
      i. TAC voted unanimously to recommend O’Donnell to Dean Sheared as the new AITC representative
      ii. Chung will consider serving (and all voted unanimously) if the representative must be a faculty member;
Chung is willing to serve as an alternate

7. Next Meeting:
   a. Thursday, October 23 from 11:00-12:00 in EUR 221