COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, October 23, 2014
11:00 a.m. - 12:00 p.m.
Eureka Hall 211

MINUTES

Members Present: Chung, Liles, O’Donnell

Members Absent: Pan

1. Approve Agenda
   a. Agenda approved

2. Approve Minutes: Approved the Minutes from the September 25, 2014 meeting.

3. Membership:
   a. ERI Representative
      i. Liles will contact La Tina to recruit a representative

4. COE Webpage:
   a. Update: GPSE Social Media Presentation
      i. Faculty reminded to update profiles
      ii. Alumni sent link to update profiles
         1. Still representing mainly BMED and Counselor Education. One profile from School Psychology.
         2. No representatives from Undergraduate or Credential Branches.
         3. O’Donnell discussed changes that are going to be made to the page
            a. Organize by branch and program
      iii. Update: Confirmation that one student assistant will monitor social media
         1. All of the student assistants are now currently working on social media
      iv. Update: Facebook posts
         1. Many more posts since social media presentations
         2. Need to continue inviting “likes” for the page to be effective
         3. O’Donnell will add Liles, Chung, and Ravin as posters today
            a. Can schedule posts
            b. Best times to post are morning, lunchtime, evening, late at night
            c. O’Donnell can help people learn how to schedule posts, as well as add graphics
         4. COE also has a YouTube page that can also be publicized more
         5. Event photographs can also be posted on the COE flickr page
            v. We can develop a flyer with our social media outlets, then have faculty attach it to their syllabi
   b. Update: Alumni Profile
      i. O’Donnell revised form to be more inclusive of undergraduate alumni
      ii. Liles sent revised form to Undergraduate Branch Chair for distribution among Program Coordinators to send to alumni
   c. Data Collection
      i. Development of contact tool
         1. Contact management solution that can organize emails we collect
         2. Need to consider how to define who people are and who we would contact for what
         3. O’Donnell is still working to develop a more useful tool, but there are email lists that exist
            a. They largely include current students; we need to focus on contacting prospective students
               i. Information can be input in an Excel spreadsheet (name, email, category(ies))
ii. Email the spreadsheet to O'Donnell, who can then upload it to the software program

iii. When have an email needed to be sent: draft it, then send to O'Donnell with the category(ies) of who to send it to

b. Can include graphics in email

ii. Marketing to people outside of the university
   1. See above

d. Student Survey
   i. TAC needs to connect with SSOAR to develop this survey
      1. Liles will ask Pan to ask SSOAR at next meeting for next steps

5. DAC Report: (Liles)
   a. Need representative for today’s meeting
      i. DAC is canceled for today
   b. Dean Sheared agreed to discuss editorial calendar with Branch Chairs – Liles will follow up
   c. TAC needs to determine if we still want to purchase a Promethean Board or if we want something different
      i. At DAC, Wong discussed the benefit of purchasing the Promethean Board since that is the technology currently used in school districts, and we want to ensure student teachers are learning the technology they will be using now
      ii. SMART Board has more lesson plans than Promethean Board
          1. Do students need this while at COE?
          2. As a model, Promethean Board is useful
      iii. TAC recommends purchasing the Promethean Board
          1. TAC suggests recommending classroom assignment based on the classroom upgrades
             a. Ensuring that the technology purchased is being used most effectively
   d. Chung’s name was presented as new AITC representative and approved

6. AITC Report: (Chung)
   a. Waiting for confirmation, but Chung will attend November AITC meeting

7. Technology Wish List:
   a. Begin collecting requests from the College
      i. O’Donnell can create a form for request submissions
         1. Liles and Chung will provide recommendations for what to include on the form next week

8. Next Meeting:
   a. Scheduled for Thanksgiving...meet a different day
   b. Does Thursday, November 13 from 11:00-12:00 work for everyone?
      i. Yes.