COE TECHNOLOGY ADVISORY COMMITTEE

Minutes

TAC
Thursday, November 13, 2014
11:00 a.m. -12:00 p.m.
Eureka Hall 211

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

MembersAbsent: ERI representative

1. Approve Agenda: Approved Agenda.

2. Approve Minutes: Approved of the Minutes from the October 23, 2014 meeting.

3. Membership:
   a. ERI Representative
      i. Liles contacted co-chairs, who agreed to request a representative at their next meeting

4. COE Webpage:
   a. Flyer for social media outlets
      i. Twitter – at this point, make it strictly a calendar notification
      ii. Facebook – continue to gain support from Chairs
         1. Liles has been posting, but need more input from other programs
            a. Liles will email program coordinators to send her items to post, and also the form they can submit
         2. Pan will email his group to get more page likes
      iii. Need to start LinkedIn – something to consider for the future
         1. Foster an online career presence
         2. Will discuss at our next meeting
      iv. Flikr
      v. YouTube
      vi. To include on flyer: Facebook, Twitter, Flikr, YouTube
         1. Will be ready by next meeting
         2. Will distribute to all faculty to add to spring syllabi
   b. Facebook – how to respond to questions
      i. TAC committee – if we can answer the questions, we will answer
   c. Social Media Guidelines
      i. Liles will send link to university guidelines to all TAC members; we will follow these guidelines and post link on COE website
   d. Student Survey
      i. SSOAR’s progress – Pan
         1. SSOAR met two weeks ago; Herald (Equity Chair) discussed recruitment and seeking a team effort among branches
            a. Developing a flow chart – not just Herald’s responsibility
         2. Survey has not been discussed recently
         3. Pan will discuss with SSOAR what TAC is doing in terms of recruitment

5. DAC Report: (Liles)
   a. No meeting last month
6. **AITC Report:** (Chung)
   a. SacCT
      i. Discussed user problems
   b. University WiFi Usage
      i. Will provide data so we monitor our use around high use times
   c. Social Media Guidelines

7. **Technology Wish List:**
   a. Develop form to request submissions
      i. Vendor, Priority Rank (1-3), Quantity, Item Description, Unit Price, Justification/Rationale
   b. Inventory sent to all faculty and staff
      i. People who did not submit the form, will not be on the list to receive new equipment
      ii. We need to encourage people to submit the form as soon as possible

8. **Next Meeting:**
   a. Scheduled for Christmas...meet a different day
   b. Does Thursday, December 11 from 11:00-12:00 work for everyone? Yes.