COE TECHNOLOGY ADVISORY COMMITTEE

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

MINUTES

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

1. **Approve Agenda:** Approved agenda.

2. **Approve Minutes:** Approved minutes from the November 13, 2014 meeting with spelling correction. Liles will resend.

3. **Membership:** ERI representative: Bill Vicars

4. **COE Social Media:**
   a. The COE will have digital signage installed over winter break
      i. This is a good reason to add Twitter to the social media flyer
      ii. TAC may need to develop a policy for posting items – project for next meeting
      iii. Can include QR codes
   b. Flyer for social media outlets (O’Donnell)
      i. O’Donnell has a draft; he will add Twitter and we will look at it at our next meeting in time to distribute to faculty to add to their syllabi for the spring
   c. Facebook update
      i. Vicars will be added as an administrator to add posts
      ii. Liles has shared information with GPSE; Pan has shared information with Undergraduate Branch and SSOAR
      iii. We need to improve our audio for videos that we are posting on YouTube and Facebook (e.g., recruitment session videos)
         1. Should we invest in a video recording camera with good audio?
         2. There are many technology options, including an app that puts text on people’s phones
         3. O’Donnell will look into this
   d. Social Media Guidelines
      i. Update on posting on COE website – It is in the queue
   e. Is it possible to get unpaid interns who earn credit work with O’Donnell under his student employees? Students could possibly earn credit through a 199 Special Topics class.
      i. Liles will discuss at DAC if this can be an option
   f. LinkedIn – discussed possibility of using as an institution
   g. Is TAC’s role to also advocate for implementing technology education for students at the college and university level? How can we help ensure students effectively use social media? How can we ensure that students understand that there are different levels of register when interacting with different audiences?
      i. For the website, we can have a career presence for students

5. **DAC Report:** (Chung)
   a. Chung reported at the last meeting that we would send out the wish list request form and we are going to follow the university social media policy

6. **AITC Report:** (Chung)
   a. AITC discussed the COE social media policy at their last meeting
   b. Discussed mobile learning; CTL is going to pilot more classrooms where faculty can connect their iPad to LCD projector
   c. There have been over 140 additional wireless access points requested
7. **Technology Wish List:**
   a. Link to form has been sent to all faculty and staff in COE
   b. O’Donnell has received five requests to date; we will look at requests received at our January meeting

8. **Next Meeting:**
   a. Scheduled for Thursday, January 22 from 11:00-12:00
      i. This is the week faculty return from break; does that work for everyone? Yes.
   b. Need to change meeting time for spring (Liles teaches on Thursdays from 9:00-2:00)
      i. Tentatively 2:00-3:00 on 3rd Thursday; will revisit in January
         1. Liles will check conflicts with other meetings