COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Thursday, January 22, 2015
11:00 a.m. -12:00 p.m.
Eureka Hall 221

Members Present: Chug, Liles, Pan, Vicars

Members Absent: O’Donnell

Guests: Luis Salas (substitute for O’Donnell)

MINUTES

1. Approve Agenda: Agenda approved

2. Approve Minutes: Approved the Minutes from the December 11, 2014 meeting.

3. COE Social Media:
   a. Update on Social Media Flyer
      i. O’Donnell created and Liles distributed to all COE faculty through email
   b. Digital Signage
      i. Begin developing a policy for posting items
      ii. Salas stated that software is being worked on. Should go live end of February.
      iii. Content we would like to see on there
          1. Deadlines
          2. Meetings (e.g., committees)
          3. Upcoming events
          4. Recognitions
             a. Posting what alumni are up to
          5. Check out YouTube video...etc.
   c. Audio for videos
      i. Right now, iPads is the best choice. O’Donnell is still looking for other options.
      ii. Multiple Subject and Single-Subject Credential videos were posted this week on YouTube
   d. Items for Discussion
      i. Update on posting Social Media Guidelines on COE Website
         1. Chung will send the link to the university policy to O’Donnell
      ii. Liles will discuss possibility of 199 Special Topics class for unpaid interns for O’Donnell at next DAC meeting
      iii. LinkedIn
         1. Needs more investigation into how this works as an organization
      iv. Photography for events
         1. Pan mentioned that we need to focus on having photography at events that isn’t reliant on O’Donnell’s office
         2. Vicars recommended connecting with Photography Department to see if students need projects who could take pictures at our events
         3. Vicars also recommended creating a culture where anyone attending the event can take pictures using their phones, etc. and send the photos to a link through COE, then, if it is approved, it can get posted
            a. O’Donnell could possibly set up a Dropbox for photos
         4. Liles will raise this discussion at DAC
      v. Setting up events
         1. How can we reduce the gap between having an idea and going forth with it? Can TAC help empower
4. **DAC Report:** No report

5. **AITC Report:** No report

6. **Technology Wish List:**
   a. Review requests received to date
   b. Liles has reminded COE to submit requests

7. **Collaborative Learning Spaces:**
   a. Develop recommendations
   i. Waiting on list of rooms managed by COE

8. **Discussion Items:**
   a. Associate Dean would like to be involved with TAC. He will be invited to February meeting.
   b. Does the bookstore still provide discounted software for faculty?
   c. TAC will look into helping with development of faculty profile book.

9. **Next Meeting:**
   a. Tentatively set for 4th Tuesdays from 12:00-1:00 p.m. Liles will check with Chung to confirm.