COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Tuesday, February 17, 2015
12:00-1:00 p.m.
Eureka Hall 221

MINUTES

Members Present: Chung, Liles, O’Donnell

Members Absent: Pan, Vicars

Guests: Boosalis

1. Approve Agenda: Agenda approved

2. Approve Minutes: Approved the Minutes from the January 22, 2015 meeting

3. COE Social Media:
   a. Digital Signage
      i. Update on when it will go live
         1. Although it was set up one way, facilities and networking have now requested changes, which is causing a delay because we can’t network the computer at this time that will feed information to the signs
            a. Liles will ask about this at DAC
      ii. Begin developing a policy for posting items
            1. O’Donnell will research examples and email them to the committee
               a. Will also check with Chancellor’s Office for a possible existing statement
   b. Audio for videos
      i. Update from O’Donnell regarding options
         1. At this time, we will still use the equipment we have because it works the best for flexibility
      ii. Closed-Captioning can be an issue
         1. Need to look into how we can implement this
         2. Consider for wish list: mobile laptop with dictation software loaded that can be checked out for events that will be videotaped so a transcript can be formed and loaded into YouTube for captioning.
   c. Items for Discussion
      i. Update on posting Social Media Guidelines on COE Website
         1. Chung will see if the university guidelines are still available online since the link is no longer working
      ii. Liles will discuss possibility of 199 Special Topics class for unpaid interns for O’Donnell at next DAC meeting
      iii. Photography for events
         1. Liles will raise discussion at next DAC meeting
            a. Create a shared drive for uploading photos and other documents
      iv. Organizing events
         1. Liles will raise discussion at next DAC meeting

4. DAC Report: No report

5. AITC Report: (Chung)
   a. Lot of discussion about the timing of SacCT upgrade, which happened two days before faculty began work
      i. Suggestion of an annual upgrade that occurs after grades are uploaded
   b. Discussion about faculty computers
      i. COE has a policy about upgrading, but many colleges do not
      ii. AITC will have something written that expresses need for budget toward faculty computer upgrades
1. Recommending $1500

6. **Technology Wish List:**
   a. Review requests received to date
      i. No new requests since last meeting
      ii. Liles will send another email reminding faculty and staff to submit their requests
   b. Begin researching costs and developing spreadsheet
      i. O’Donnell will export data into Excel and email to committee so we can begin researching costs
   c. Promethean Board is still in process for this year
   d. eBeam
      i. O’Donnell is getting a demo; he will share with TAC next meeting

7. **Collaborative Learning Spaces:**
   a. Develop recommendations
      ii. Liles will work with O’Donnell to create form to survey faculty

8. **Discussion Items:**
   a. Bookstore discounts for faculty
      i. Yes, still available through JourneyEd
   b. Faculty profile book
      i. Liles will discuss at next DAC meeting
      ii. Consider privacy and safety with these types of publications
   c. Alternative meeting times
      i. Liles will send out a Doodle Poll

9. **Next Meeting:**
   a. Tuesday, March 17, 12:00-1:00 p.m., EUR 221