COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Tuesday, March 17, 2015
1:15-2:15 p.m.
Eureka Hall 221

MINUTES

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

1. Approve Agenda

2. Approve Minutes: Approved the Minutes from the February 17, 2015 meeting

3. COE Social Media:
   a. Digital Signage
      i. Has been installed upstairs, and now training and final connection is needed
      ii. Goal is to be up and running by fall semester
      iii. Begin developing a policy for posting items
          1. Items from the calendar will automatically be posted
          2. Consider requesting the Dean or Associate Dean provides the college with a monthly email, in which the process for making announcements is included
             a. The email can serve as a bulletin similar to the one sent by the university
   b. Audio for videos
      i. O’Donnell is going to try a microphone at the Multicultural Conference to see how it works
   c. Items for Discussion
      i. Update on posting Social Media Guidelines on COE Website
         1. The guidelines are still under review by the university, and so they cannot be posted at this time

4. DAC Report: (Liles)
   a. 199 Special Topics Unpaid Interns for O’Donnell
      i. Not possible – union issue
   b. Photography for events
      i. DAC agreed to recommendation
      ii. TAC needs to create signage for events alerting people to photography
         1. O’Donnell says the signage already exists here in the college
            a. When events occur, representatives can go to O’Donnell’s office and get the signs to post
      iii. Liles will work with La Tina Gago to create a shared file for uploading photos; O’Donnell will also accept emails
   c. Approval to begin work on faculty profile book

5. AITC Report: (Chung)
   a. Social media guidelines are still under review
      i. Will be discussed at next meeting
   b. Discussion about faculty laptop needs, and how the equipment can meet the unique needs of faculty
      i. AITC going to make recommendations to the Provost

6. Technology Wish List:
   a. Submitted to Dean; meeting this week to review

7. Collaborative Learning Spaces:
   a. O’Donnell will send out survey results and TAC will review to make recommendations
8. **eBeam Update:** (O’Donnell)
   a. O’Donnell has been testing it out, but it is not a good option for our college
      i. Too fragile, many parts, takes too long to set-up, too cumbersome, software has glitches

9. **Next Meeting:**
   a. Tuesday, April 21, 1:00-2:00 p.m. in EUR 221