COE TECHNOLOGY ADVISORY COMMITTEE

TAC
Tuesday, May 29, 2015
1:00-2:00 p.m.
Eureka Hall 221

MINUTES

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

Members Absent: Pan

1. Approve Agenda

2. Approve Minutes: Approved Minutes from the April 21, 2015 meeting

3. DAC Report: (Liles)
   a. Workgroup will be organized in the fall to begin the process of a monthly newsletter for the COE
      i. Julie Raskauskas has volunteered to work with Liles and TAC on this endeavor
      ii. Vicars recommended including committee updates in the newsletter based on the committee minutes
      iii. To consider:
         1. Newsletter Name
         2. Format (i.e., electronic from the Dean’s office)
         3. University newsletter and a separate community newsletter
         4. “News You Can Use”
   b. College of Education Website Recommendations
      i. Add “Human Subjects” link to the main COE webpage, rather than students needing to click through “Current Students”
         1. The university is releasing a new template this summer, so it makes sense to hold off on changes like this for now
         2. The main COE webpage is already busy, and so we might want to look at making it less busy rather than adding more items
      ii. Searchable Faculty Profiles by research interests, teaching interests/courses taught, etc.
         1. Consider search by “Areas of Expertise”
         2. Need to determine a common language so it can be searchable
            a. O’Donnell will look at what “dictionary” already exists in the university
            b. TAC members will discuss with Branches

4. AITC Report: (Chung)
   a. AITC was invited to attend the Computer Comfort Road Show
   b. Faculty computers – topic still the main focus of the committee
      i. Chung will send survey to COE in fall and report back to AITC
         1. Cycle for replacing faculty computers
         2. Standard laptop used
         3. Collecting data to propose $1500 rather than $1000 allotment
         4. Computer labs
            a. Surveying how many computers are in the college and how old they are

5. Faculty Profile Booklet: (O’Donnell)
   a. Update
   b. Need to consider budget for printed items
      i. Liles will raise questions in DAC
         1. Should we print the booklet within the college?
2. Would wire binding be acceptable?
3. Consider creating an electronic booklet
4. How many do we want?
5. Consideration: The publication would change frequently because faculty change, etc.
6. Consider a formal brochure that would highlight the Branches and Ed.D. program that could be used for recruitment, marketing, etc.
   a. College Brochure
   b. Area Brochures

6. New Business:
   a. Form for students to request use of equipment
      i. [https://sacstatecoe.wufoo.com/forms/x6lt2k40j3wv2k/](https://sacstatecoe.wufoo.com/forms/x6lt2k40j3wv2k/)
         1. Remove “PACT” at the top of the form
         2. Add drop-down menu for affiliation options (e.g., PACT, Counselor Education, etc.)
      ii. PACT form must stay the same, but the form can be duplicated for other uses of the equipment
         1. O’Donnell will send out draft form for feedback
      iii. PACT has ability to place a hold on their registration, but the process is not approved for other uses.
         1. Reserve iPads only for PACT, and use Canon equipment for other uses
      iv. Include handout upon check-out with steps for resetting the iPad, which includes erasing videos, etc.

7. Membership:
   a. Continuing in fall
      i. Liles – term ends 2016
   b. Terms ending this semester – renewals?
      i. Vicars
         1. Decided not to renew his term.
         2. TAC will need a new ERI representative for the fall.
         3. TAC will encourage junior faculty to consider serving on this committee
      ii. Chung
         1. Decided to renew her term for next year
         2. Will continue to serve as AITC representative
      iii. Pan
         1. Liles will check in with Pan to see if he wants to renew his term
   c. Chair & Co-Chair for fall
      i. Vote
         1. Liles re-elected Chair
         2. Chung re-elected Co-Chair

8. Next Meeting:
   a. Fall Meetings
      i. Vote
         1. Return to Fourth Thursday from 11:00-12:00
            a. Pro – no conflicts
            b. Con – Thanksgiving and Christmas; will need to schedule different day/time for November and December
         2. Maintain Third Tuesday from 1:00-2:00
            a. Pro – Liles will not be able to do Thursdays from 11:00-12:00 in the spring
            b. Con – Conflicts with Credential Branch Meeting
         3. Other Option?
            i. Decided to hold first meeting on Third Tuesday from 1:00-2:00 in September and then will vote on meeting day for the rest of the semester with the newly formed committee