College of Education Technology Advisory Committee (TAC)

DRAFT 1
Summary of Committee Responsibilities and Accomplishments: An Overview of 2010-2012
April 14, 2012

TAC Charge: Provide recommendations and consultation for the Dean of the College of Education regarding technology issues.

Goals:

Tasks Accomplished:

1. **ELMO Document Projectors**
   a. Received allocation of 6 ELMO document projectors and 3 carts.
   b. Provided recommendations to the Dean of the College of Education regarding their distribution and use.
   c. Provided two trainings to the College of Education regarding their use.

2. **Assessment and IT Positions for the College of Education**
   a. Conducted an online survey of members of the College of Education regarding their use, problems with, and recommendations for technology equipment and service.
   b. Compiled survey results and presented to the Dean of the College of Education along with recommendations for technology equipment and service.
   c. Provided recommendations to the Dean regarding job responsibilities for an IT position in the College of Education.

3. **Inform and Update the College of Education Regarding Technology-Related Issues**
   a. TAC co-chair regularly emailed technology reminders and announcements from the college and university to faculty and staff in the College of Education.
   b. All TAC meeting agendas and minutes were posted on the College of Education Intranet for review by College of Education faculty and staff.
   c. TAC co-chair provided regular technology reminders, updates, and announcements at the monthly Dean’s Advisory Council meetings.

4. **Technology Wish List**
   a. Assessed technology needs of the College of Education and discussed these needs each year to develop recommendations to the Dean.
   b. Ranked technology needs and developed rationales for each need to provide documentation of recommendations to the Dean.
   c. Provided technology wish list recommendations to the Dean each year and followed-up on the approval and distribution of technology allocations.

5. **University Academic Information Technology Committee (AITC)**
   a. Provided representation on AITC.
   b. TAC representative attended biweekly AITC meetings and reported important information to TAC and DAC.
   c. TAC representative raised College of Education IT issues at AITC for feedback and recommendations.
d. TAC representative served on AITC subcommittees and assisted in the preparation of a University Computer Lab Policy and Information Technology Strategic Plan.

6. **Faculty Resource Room**
   a. Recommended and received approval from the Dean of the College of Education for the development of a Faculty Resource Room in the College of Education.
   b. Recommended and received allocation from the Dean of the College of Education for specific technology equipment and materials to be provided in the Faculty Resource Room, including two PCs, two MACs, scanner, two printers, industrial stapler, paper cutter, and specialized software (i.e., Camtasia, Adobe Pro).

7. **Committee on Committees**
   a. Provided representation on CoCo and shared technology-related issues with the committee for use in developing a new committee structure for the College of Education that would incorporate the responsibilities and charge of TAC.

8. **In Progress**
   a. Development of Guidelines for the request and allocation of technology equipment within the College of Education.
   b. Development of Guidelines for student dress code recommendations for online courses.
   c. Creation of equipment instruction sheets for use in the computer labs in the College of Education.