**IT Committee Meeting Minutes**

**March 28, 2017**

**Cook 303**

Attendees – Victor Bissonnette, Nadeem Hamid, Basil Englis, Curt Hersey, Jeremy Worsham, David Slade, Sherre Harrington, Charlie Krauss, Chris Diller, Tom Hocut, Penny Evans-Plants

Minutes from last meeting approved unanimously.

**Update on VW student cutoff script** – Victor tested with a student and it worked as anticipated. Penny reported that no issues were reported from faculty or students.

**Update on SACS standard** – Sherre

Penny drafted standard and Sherre has updated and uploaded to draft server. Met with Andy and Gary Breton who gave pointers for next revision and will send to Basil who is second reader and then to committee.

**Summer 2017 Classroom/Multimedia Updates** – Penny

Dr. Hamid asked if OIT would include the laptop cart in MAC 233 for reimaging. He will send Penny an email to follow up and confirm any changes to current image.

Penny mentioned that the machines in Green computer lab will be replaced this summer and that we would like to discuss furniture replacement with CSOB. Dr. Englis will discuss with the school and let OIT know their thoughts.

Basil would like to add a couple of carts to flex rooms in Green.

    Need to confirm cost (OIT) and locations (Basil).

Victor would also like to have a longer HDMI cable to laptops to move further from the system to make lecture capture easier. 10-12'.

Basil - consider adding projectors with integrated cameras

    How do mics work in this setup?

    Curt - What is the additional cost? How does the quality of the camera compare to separate? If one part breaks, other doesn't. No flexibility of moving camera. OIT will get specs and pricing just to compare options.

Lecture Capture Rooms for summer 2017 installs:

Nadeem - deciding between 113 and another room that's used more for lectures – will let OIT know decision soon.

Basil - Green 301 seems to still be the priority

Curt - Ford 211 - still wants it to be done

Basil - all the work Howard did this last time is working very well. Hanging mics work well. Courtesy monitor is fantastic. Students will be able to lavalier mics for presentations. Using it in ways not related to distance learning.

Victor - feels like he gets better quality lecture capture using laptop rather than camera. Are other people using equipment better? Curt - How can we determine usage of lecture capture rooms?

Basil - Not debriefing students formally to get their feedback. Students like having the lecture capture available. Committee should discuss how to get a handle on usage and student feedback. Jeremy will look to see if he can find the research that supports.

David - rolling conversation. Strategic ways to use it for departments.

Basil - attending the Bryn Mawr conference this summer. Would like to present next year. Small group of users meeting regularly to discuss usage.

Basil - students are not missing class because of lecture capture

Is there any research that supports students listen better when not worried about taking notes - they know they can review lecture capture (Basil/Jeremy)

**Advisory group for instructional design** - Jeremy

Jeremy - Jeremy asked the committee for guidance on the next step toward conducting an assessment of instructional design and technology needs on campus. Is the IT committee the appropriate place to have this conversation or does it fall outside of the scope of this committee? Basil commented that it doesn't belong in IT Committee since it goes way beyond IT.

The committee then discussed where ID would fall. Somewhere between CTE and IT. Suggestion that a subgroup of each be formed. David added that something similar is happening with Integrity and Leadership, but noted that it is important to have a clear charge as to if this were to be an advisory or governance group. BE – any needs assessment would flow out of this group over the next year.

Victor - how are teaching excellence and instructional design different? Sherre - what does teaching excellence mean?

The committee recommends looking at other institutions for organizational examples that could be used.

Instructional Design - look as technology as a tool - looks at underlying problems and approach - if tech can be used to fix, find right tool.

Basil - closing the loop - assessment - data tells us if we have an issue or not - if issue, then what can we do about it?

Victor - Jeremy's charge is to help define these areas and find support body for him. Center for Instructional Design - combo of CTE and Instructional Design. Competing units in many ways so makes sense to combine.

Respectfully submitted,

Penny Evans-Plants

CIO