Educational Technology Committee

<u>Chairs</u>

Brenton LeMesurier, Mathematics   Christopher Vinson, Library

<u>Meeting Minutes</u>

November 9, 2010

Call to Order:

The meeting was called to order at 3:00 PM on Nov. 9, 2010 in Tate 202.

Attendance: (not finalized) Chairs, Brenton LeMesurier and Christopher Vinson. Members: Bishara Anthony, Jennifer Baker, Timothy Scheett, Georgia Schlau.

Absent: Michael Skinner.

Visitors: Bev Diamond, Bob Podolsky, Bob Cape, Marian Harvey, Darryl Phillips, Andrew Birkstrom, John Turner.

Agenda:

Consideration of proposals from both last year's FETC and the Provost about reforming the naming and usage of the various CofC mailing lists like faculty@cofc.edu.

Approve changes to bylaws.

Approve minutes.

Actions taken:

- Changes to bylaws approved. Will be presented to Senate for approval.

Discussion:

- The Academic Department Information Technology Representative (ADITR) will no longer be necessary given the purview of the FETC.

- The remainder of the discussion concerned possible changes to the current listserv. The problems with the current listserv: time lost reading emails on FACULTYANDSTAFF with content that should be on EVENTS, OPENDISCUSSION, CLASSIFIEDADS.
- Bob Podolsky: rename listservs to make changes obvious; add footer with guidelines; automatic subscriptions to select listservs

- Bev Diamond: opt-out current exists on listservs; listservs need to be moderated, but who would moderate them; faculty needs to buy into notion
- Bob Cape: stress that faculty/staff need to be educated on replying to individual, not entire list;
- Bev: set up default reply list; still would be unable to prevent new threads

- Possible remedies discussed that do not involve moving to a web-based resource

    - self-policing of FACULTYANDSTAFF among faculty and staff. This would be to encourage replying to the poster alone when a post is inappropriate.
    - the use of a moderator
    - blocking the ability to use "reply all" to reach the listserv
    - offering a COFCDISCUSSION listserv rather than OPENDISCUSSION

- Presentation of a web-based "portal" rather than email-based option.
  Its features:
    can post from email
    must verify as an active member of CofC
    no anonymous postings
    will not replace mandatory administrative listservs
    can capture mistaken "reply alls" to remaining listservs
    users can see the history of posts without searching

    Advantages:
      - Replies kept together by threads
      - Ability to view archives
      - User in charge of display
      - E-mail notifications on specific threads
      - Embed files (stored on server in one location rather than multiple)
      - Opportunity to go back and edit mistakes (or delete post) vs. sending a whole new email to whole group
      - Move and copy threads, move content from inappropriate section to appropriate section
      - Tagging feature, searchable metadata that searches 1 or multiple forums, private messaging
      - RSS feeds to create channels within college portal, such as with CLASSIFIEDADS, targeted messaging
      - Can have all posts emailed to you by group

- For the remaining version of FACULTYANDSTAFF listserv, discussion of whether Chairs and Administrative Assistants could work as gatekeepers of posts from Department members.

- A proposed change: three listservs (EVENTS, SPORTS, CLASSIFIED ADS) to become "forums" on a web-based system. This was to be taken by the FETC representatives back to their departments for consideration.

<u>Actions taken:</u>

- Minutes approved.

4:00 -- Meeting Adjourned

Next meeting: 2 pm, Tate 202, December 7, 2010