

Faculty Committee on Educational Technology

Meeting Minutes: November 9, 2011

Officers: Brenton LeMesurier, Chair; Anthony Bishara, Secretary

Call to Order: The meeting was called to order at 9 AM in Robert Scott Small Room 353

Attendance: *Members:* Anthony Bishara, Bob Cape, Morgan Koerner, Monica Lavin, Brenton LeMesurier, Tyler Mobley, Christine Moore, Tim Scheett, Y. Henry Xie *Guests:* Amy Ostrom

Agenda:

- 1) Approval of minutes from the previous meeting, October 12
- 2) Brief Reports:
 - a) Report from the committee chair, Brenton LeMesurier
 - b) Report from the CIO, Bob Cape
 - c) Report from the director of TLT, Monica Lavin
 - d) Report from the Provost's delegate, Deanna Caveny
- 3) Old Business:
 - a) Resource needs for on-line courses
 - b) Proposal on survey related to a computer testing center
- 4) New Business:
 - a) Request from Faculty Senate Speaker Lynn Cherry to "review the Faculty By-Laws regarding the committee and compare it to the work that is (or is not) being done by the committee today."
- 5) Other business
- 6) Schedule next meeting and adjourn

Discussion of Agenda Items:

2a. Chair's Report - Brenton LeMesurier

- Brenton received feedback from presenting MyCharleston/Banner/OAKS concerns to Senate:
 - Timeouts are inconsistent across OAKS and Banner
 - Should there be a distinct staff committee for technology, or should it be combined with the FETC?

2b. IT report – Bob Cape

- The 10 minute timeout on Battery is there because of concern over using public computers and leaving them without logging off.
- IT is currently testing the possibility of having different timeouts for different user groups (e.g., students=10 minutes, employees=20 minutes, etc.).
- IT repairs email as soon as they are informed of the problem.
- IT has been trying to improve configuration, performance, and security of GIS, but IT is not solely responsible for it. IT has been trying to have the management and account administration of GIS kept up-to-date and more secure.

2c. TLT report - Monica Lavin

- LOR (Learning Object Repositories) are currently being tested, and testing will continue

until at least the beginning of the Spring semester.

- A mobile web version of OAKS will soon be tested on a variety of mobile devices.

3a & b. On-line courses, computer testing center survey – Tim Scheett

- Two surveys will be combined
- Help is needed with both survey software and question design

4a. Reviewing By-Laws of FETC

- The FETC By-laws were updated recently (2010-2011).
- The committee's focus has been broad, perhaps because it is the only college committee with the word "Technology" in the title.
- Our By-laws include a mandate for promoting efficiency and for technology fund allocation, and there are several ways that the committee could do more of this (e.g., by pooling department needs for software licenses).
- We still lack a student representative; SGA has not provided one this year.
- Regarding the need for either more staff members on the FETC or for a separate staff technology committee:
 - There already exists a staff committee for technology, that is, the Battery team.
 - The FETC already includes staff members (albeit, non-voting members).
 - The FETC might consider removing the "E" (Education) from its name.
- In #3 of By-Laws: "encourage increased use of educational technology" could be modified, in particular, the word "increased."

Decisions Made:

- Minutes approved (for 10/12/11)

Post-Meeting Action Items:

- Tim will continue working on and seeking help with survey questions/survey software
- Student Representative
 - Brenton will send another request to the SGA for a student representative.
 - Christine will try to identify a qualified student representative.
- Brenton will consider appropriate rewording of #3 in the By-Laws. "Increased" could be changed to "effective and efficient."

Meeting adjourned: 9:55 AM

Next Meeting:

Time/Date: TBD

Tentative Topic: Bob Cape will present an overview of the allocation of funds for technology