Faculty Committee on Educational Technology
Meeting Minutes: January 24, 2012

Officers: Brenton LeMesurier, Chair; Anthony Bishara, Secretary

Call to Order: The meeting was called to order at 1:40 PM in Robert Scott Small Room 353

Attendance: Members: Andrew Bergstrom (representing Bob Cape), Anthony Bishara, Morgan Koerner, Monica Lavin, Brenton LeMesurier, Tyler Mobley, Christine Moore, Tim Scheett
Guests: Craig Sharp

Agenda:
1. Approval of minutes from the previous meeting, November 30 [attached]
2. 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.
3. Old Business:
   a. Proposal on survey related to a computer testing center.
   b. Follow-up discussion on the MyCharleston/Banner/OAKS issues discussed in November and changes made since.
   c. Follow-up discussion on the IT budget report at the special December meeting.
4. New Business:
   a. Proposed revision of by-laws.
5. Other business
6. Schedule next meeting and adjourn

Discussion of Agenda Items:
2a. Chair's Report - Brenton LeMesurier
   o Lynn Cherry has requested input on online courses
   o Deborah Mihal, Director of the Center for Disability Services, will likely be presenting at next meeting

2b. IT report – Andrew Bergstrom (reporting on Bob Cape’s behalf)
   • Hewlett Packard will be having a high performance computing meeting on campus on Feb. 14, 10:30-11:30am, Science Center 100
   • IT and the Learning Spaces Task Force are investigating technology changes to existing and new classrooms
   • Rogue netbook and OS installs on desktops have been discovered in the main library and Maybank
     o Pose security concern
     o If you discover a netbook, do not remove it; contact Ken Beasley and Helpdesk
     o IT is locking down BIOS’s in public computers to address this problem
   • Phishing: To help educate the campus, more posters and online quizzes are coming
   • Kaltura is being examined for video hosting for instructors and students
   • Apple has added iBook authoring for creation of electronic textbooks
• Apple has added a course management system for iTunes U

2c. **TLT report - Monica Lavin**
• OAKS will be upgraded to 9.4.1 over Spring break
  o Includes changes to Calendar tool and integration with Google
• Partnering with summer sessions offer mandatory training for first-time online courses
  o The training itself will eventually be online
• TLT is launching a new blog: blogs.cofc.edu/tlt

3a. **Proposal on survey related to a computer testing center**
• Still searching for help with survey design and implementation

3b. **Follow-up discussion on MyCharleston/Banner/OAKS**
• Andrew Bergstrom: self-serve banner part of the interface cannot be changed
• In the future, “search” may be a feature available in MyCharleston

4a. **Proposed revision of by-laws.**
• "3. To receive from the faculty, or from any school or department, recommendations or suggestions that may aid in the appropriate use of educational technology, promote efficient services, and encourage increased more beneficial and efficient use of educational technology;”

**Decisions Made:**
• Minutes approved (for 11/30/11)
• Revision of By-Laws approved

**Post-Meeting Action Items:**
• Online Testing: Tim will continue working on and seeking help with survey questions/survey software
• Student Representative: Christine will contact interested SGA members with the next meeting date/time.
• Brenton will send the revision to By-Laws #3 to the faculty senate (By-Laws Committee).

**Meeting adjourned:** 2:40 PM

**Next Meeting:**
**Time/Date** Tuesday, Feb. 21, 1:40PM, in Robert Scott Small Room 353