

## Technology Council Meeting Minutes

February 16, 2009 – L167/169

<b>Name</b>	<b>Unit Represented</b>	<b>Department</b>	<b>Attend</b>
<b>Voting Members</b>			
Carol Briggs-Erickson (Chair)	Librarian	Library	P
Tim Trainor (Vice Chair)	Faculty	CIS	P
Jim Pianki	CIO	OIT	
Becky Evans	Faculty (teaching online)	English	P
Nancy Slater	Faculty	Technology	P
Jeff Stipes	Faculty	Technology	P
Sue Meeuwenberg	Distance Education	Business	P
Phyllis Robey	Clerical		P
	Custodial	Maintenance	A
Joe Doyle	Administrative	Administrative SVC	P
Rosemary Zink	Administrative	Financial SVC	A
Kelley Conrad	Student Services	Counseling	P
Jean Roberts	Student Services	Registration	P
Gregory Adams	Student	Student	A
Ania Duncan	Student	Student	A
<b>Non-Voting Members</b>			
Julie Weller	Web Committee Chair	Public Information	A
Pat Werly	Systems Analyst	OIT	A
Mindy Stevens	User Services Manager	OIT	P
Mike Alstrom	Technical Director	OIT	A
Sarah Swart	Instructional Design	OIT	P
John Mihelich	Lab Manager/Recorder	OIT	A

## **I. New Chairperson Appointed**

The Bylaws for the Technology Council states that if the Chair resigns, then the Vice Chair of the Council will become Chair until term is completed. A new Vice Chair will then need to be appointed.

- Lonnie Bradshaw has resigned as Chair
- Carol Briggs-Erickson accepted as presiding Chair
- Tim Trainor voted in as Vice Chair

## **II. Agenda Approval**

- Agenda approved

## **III. Minutes Approval**

- Minutes approved

## **IV. Old Business**

- Sue Meeuwenberg reminded the Council that there originally had been a place on the Council for a representative from Academic Affairs. Due to scheduling conflicts that representative has been unable to attend. However, as many of the issues facing the Council are academic in nature, it would be wise to bring someone from Academic Affairs back onto the Council. All were in favor of this proposal. This could be done in one of two ways: 1. Change the Bylaws to add another position, or, 2. Have one of the representatives from Administrative Services let Academic Affairs reassume the seat. Doyle agreed that he could be the rep with Rosemary Zink as his designee when necessary or appropriate. Carol will contact Teresa Sturris in Academic Affairs for representation.
- Blackboard Policy vote brought forth by Sarah Swart
  - Policy approved with approved changes
    - Section II-6: Definition of Course Shell
    - Section V-1: 1 GB size limit
    - Section IV: Change “Disability Support Services” to “Special Services for Special Populations”
    - Section V-5: Archive of backups and forms for recovery per OIT
    - Section V-6A: Automatic course deletion schedule of two full years plus one month
    - Section V-6B: Dean changed to VP and Director changed to Department Chair

- Section V-9: Course will become “unavailable” two weeks after course completion
  - Section VII-1: College will add visual description of TEACH Act
- Criterion used in the hiring of student assistants in the Information Commons Willie German
  - CIS 120 (Not mandatory but suggested) (Previous job and training acceptable)
  - Customer Service Training (Provided by Dan Bialis)
  - Training on Media equipment by Willie German

## V. **New Business**

- Digital Imaging. With the new equipment on campus, we have the opportunity to archive, share, and merge documents. To make the best decisions on the optimal use of this equipment, a committee of representatives from the College should be created.
  - Sub-Committee created
    - Joe Doyle, chair
    - Mindy Stevens
    - (Potential) Jean Roberts
    - (Potential) Bruce Wierda
    - (Potential) OIT staff members
    - Others as the Sub-Committee deems necessary
- Standardize all Adobe Creative Suite lab installations to version CS3
  - Tabled until next meeting
- A student requested consideration for adding an open lab in the Stevenson Center.
  - Tabled until next meeting
- Process for acquiring, using, deleting instructor (student) Blackboard accounts within their Blackboard courses
  - Tabled until next meeting
- BlackBoard 9
  - Tabled discussion until Benefits and risk assessments are completed in OIT

## VI. **Sub-Committee and Informational Reports**

- Due to time constraints, the following reports or links if available, will be emailed to Council members: Datatel Overview, Email Policy , OIT Monthly Overview
- **Software Update**
  - Findings to be discussed at next meeting

## VII. Meeting adjourned at 3:00pm