

## Technology Council Meeting Minutes

March 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	P
Becky Evans	Faculty (teaching online)	English	P
Nancy Slater	Faculty	Technology	A
Jeff Stipes	Faculty	Technology	A
Sue Meeuwenberg	Distance Education	Business	P
Phyllis Robey	Clerical		A
	Custodial	Maintenance	A
Joe Doyle	Administrative	Administrative SVC	P
Teresa Sturuss	Administrative	Academic Affairs	P
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	P
Pat Werly	Systems Analyst	OIT	A
Mindy Stevens	User Services Manager	OIT	A
Mike Alstrom	Technical Director	OIT	A
Sarah Swart	Instructional Design	OIT	P
John Mihelich	Lab Manager/Recorder	OIT	A

Recorder volunteer: Sarah Swart

Two new students have been added to the council but neither was present today (Ania Duncan, Gregory Adams).

The Agenda and minutes of the previous meeting were both approved without change.

Teresa Sturuss, Academic Affairs Office, was welcomed to the Council as a voting member.

### **Blackboard Policy Update**

The policy is in the hands of the Coordinating Council. The Blackboard Policy was presented at the end of the last Coordinating Council meeting but members had not read the policy. Andy Wible brought up a concern that if a faculty member finds a student's discussion board posting offensive and removes it and the student appeals it whether the appropriate documentation would be in place. Note that the policy states:

#### **III. Appropriate Use Policy**

1. **Appropriate behavior.** Like all users of MCC technology, Blackboard students, faculty, and staff must adhere to the behavior standards outlined in MCC's "Acceptable Use Policy": <http://www.muskegoncc.edu/pages/1496.asp>. Individual instructors may also elect to set standards for behavior that exceed these minimum requirements.
2. **Removal of inappropriate content.** OIT technicians will remove offensive or illegal content from a course if asked to by the instructor of record or by the department chair and/or Vice President. Students wanting offensive or illegal content removed from a course will need to appeal their case to the course instructor. All instructors of record will be notified of the removal. Material that is in violation of the copyright law and/or TEACH Act will be subject to deletion.

The Coordinating Council tabled the policy to a future meeting and Larry Visconti advised Sarah Swart that their next meeting would be in April. The Council did approve the dissemination of the Blackboard Semester Startup Policy. It was distributed to faculty and added to the Faculty Spot course site.

After discussion, the members of the Tech Council stated that the policy should stand as is as it does not conflict with the Computer Users Policy currently in place.

### **Process for acquiring/using/deleting student accounts**

Sue Meeuwenberg brought up the concerns around automatically adding the student account for faculty members to every Blackboard course. In addition, there are concerns around security since every student account has the same generic password. This was discussed at Distance Education Advisory Council and their recommendation is to have each course have the instructor's student account automatically enrolled. Jim Pianki agreed to investigate to see if we could implement this for Summer course shells or if we need to wait until Fall.

## Firefox

Sue Meeuwenberg brought up the issue of supporting the Firefox browser because it is able to display components of Blackboard that Internet Explorer currently does not. Jim Pianki confirmed that we do not currently provide support for Firefox. Tim Trainor added that Firefox is pretty standard now and should be supported. Sarah Swart added that the Macintosh users all use Firefox with Blackboard. Jim added that there are currently twelve Macintosh users on campus. Jim will research this further for the next meeting.

## MayDays

Sarah gave a quick snapshot of the four days faculty seminar being offered from May 4-7. Sue Meeuwenberg and Teresa Sturuss plan to take this to the Chairs meeting later this week as well. Promotions from Don Bogema will go out every two weeks. We have room for 30 participants on the hands-on days (Mon/Thurs) and 50 participants for the seminar/demo days (Tue/Wed). So far we have the following registrations (by day)

May 4 Blackboard Basics – 6

May 5 Pedagogy Day – 5

May 6 Interactive Content – 2

Project Design Day – 2

## New Technology Introduction

Discussion centered around the implementation of training for recently added printers which was to have been done by MOS (vendor). Joe Doyle stated that the training did not occur according to the agreed upon schedule. Discussion expanded to the HDO process of three days for tickets or they become projects. Jim Pianki indicated that this relates to incident management and project management which Jim will bring to the Council in about two months.

## Software Update Committee

Discussion centered around version control, training, and the go-to person. Jim discussed the SCCM (System Center Control Module) and asked to have the Software sub-committee reconvene and include Jim Pianki. Tim Trainor indicated that the CTL took on the task of publishing their available software recently.

**The next meeting will be in a different room. April 20 in room 207, 1:30 to 2:30pm.**