

Present – Beth Childress (Chair), ElaKaye Eley, Pam Culberson, KamFui Lau, Stephen Primatec, Helen Taggart, Bill Baird (Sec.), Tim Moody

The Educational Technology Committee (ETC) met at 3 PM on 2/29/16. The minutes of last meeting were approved and there was some discussion about ETC representation on Technology Fee Committee (TFC). The ETC Chair appointed Bill Baird as ETC's representative on the TFC. We then began discussion of the bylaws.

SP: How do we provide coordination and communication as outlined under duties?

Pam provided some history of what ETC has done in the past few years.

SP: Asked if Tech Fee proposal deadline was publicized, and if we could send out deadline notice

PC: Deadlines are posted each year in the fall semester. Also, Friday 3/4/16 is the deadline for applications for End-of-Year money.

SP: How do faculty know when they are due for a new PC?

PC: There's a spreadsheet that Carol Cox is also involved with.

SP would like the list to be made available to faculty.

EE: Is it true there's a university committee for IT?

PC: Should be true, but it hasn't been active for some time, possibly because of transitions in the offices of the provost and CIO.

EE: I was asked by my Dean to be on that committee but never heard anymore about it.

BB: There should be list of all university committees somewhere according to a Senate bill signed a couple of years ago.

BC: Returning to bylaws

EE, HT: The mission statement is more action than mission.

BC: Shouldn't the mission statement be measurable?

SP: Perhaps we should ask the Committee on Committees (now Governance Committee) what we should be doing?

EE suggested the following mission statement: To help create the optimal environment for the educational use of technology, to promote the use of technology in education, and to assist faculty in using technology for teaching, service, and scholarship.

BC (to TM): Do you know how we're supposed to integrate ETC with ITS?

TM: Mission statement has ETC as an advisory body, but it should be bidirectional advice between ITS & ETC to work suggestions into the current IT roadmap (handout). One of the upcoming big projects is a new campus portal/mobile app (to launch ~ Summer 2016). Banner/SHIP enhancements will be coming in two or three years. The USG recently completed a security audit of all schools and Armstrong was one

of only five system schools to get the highest rating. Other projects - AACRAO implementation. A consultant for the Registrar produced a list of tasks that IT is working currently. A larger question involves the campus need (or lack thereof) for large scale computer labs? Similar questions pertain to software used and/or needed. Office 365 will be arriving on campus soon, providing a full mobile suite, and other enhancements.

EE: Why add Office 365 to Google Office package?

TM: Mobile availability, and the fact that the current Office subscription costs money for students while this is free.

PC: Also, Excel has some capabilities that Google spreadsheet doesn't have.

TM: Account provisioning for new employees is improving and ITS is working with HR on this. There will soon be an online form and the supervisor of a new employee will have all of that employee's information by his/her starting date. The Liberty Center has also been a very big project and now, the network & computer experience there should be the same as here. The Liberty Center currently has no onsite IT support, but Armstrong IT goes back & forth weekly and can handle some tasks remotely.

Classroom updates from last year's EOY money (both rounds) are almost complete. About a dozen classrooms remain to be upgraded when more money is available. The plan is to budget for scheduled refreshment rather than in bulk. The ServiceNow helpdesk is rolling out now and through the Summer.

We will also pilot Virtual Desktops this Summer/Fall to optimize the use of computer labs. Collaborative space is needed by both students & faculty, and Virtual Desktop will allow all ASU software to be available on any campus PC.

SP: How can we help in advisory capacity? Input has not historically been solicited.

TM: I will reach out to this committee.

SP: I've heard the same thing on other committees but they are typically informed after the fact rather than consulted.

KL: We've had some problems with PCs in CS/IT classrooms.

PC: We are currently working with Wayne in Engineering Studies to coordinate classroom PC maintenance; we will do the same with CS/IT.

BC: Helpdesk response time is much better, but it's still costing class time if it is only reported as a class starts.

BC: We're trying to coordinate for IT; how do we put that into mission statement? We want to be there for faculty, students, etc. Who but ETC looks at the whole picture, including students?

Proposed new mission statement: The Education Technology Committee will review policies and practices in technological infrastructure, and University policies governing the use of technology in collaboration with other University and senate committees to ~~insure~~ help create an optimal environment for the educational use of technology, to promote the use of technology in education, and to assist faculty in using technology for teaching, service, scholarship, and professional development.

Statement approved 5-0-1

New business from EE regarding Online & Blended Learning: Faculty Development does Teaching & Learning and Research & Scholarship grants. OBL is now starting Innovation in Online Teaching & Learning grants. Four to five grants of about \$2000 will be made this semester; reviewers from this committee are needed. EE will send out reminder for deadline.

The next meeting of the ETC will be scheduled via a Doodle poll for April.