Committee members: Miechelle McKelvey-CDIS; Convener; Shelley Haberlan-Director of Technology-COE; Brian Wojcik-TE; Phu Hoang Vu-TE; Pat Hoehner-Ed AD; Doug Tillman-CSP; Bryce Abbey-KSS; and Sarah Bartling-Staff

In Attendance - Miechelle McKelvey-CDIS; Convener; Shelley Haberlan-Director of Technology-COE; Brian Wojcik-TE; Phu Hoang Vu-TE; Pat Hoehner-Ed AD; Doug Tillman-CSP; Bryce Abbey-KSS; and Sarah Bartling-Staff

Absent - Megan Adkins-KSS

I. Committee approved of meeting minutes from October 10, 2015. Miechelle
   a. Amendments to minutes and approval
      i. Pat motioned to approve.
      ii. Doug seconded.
      iii. Approved
   b. Agenda any additions and approval
      i. Matt motioned to approve.
      ii. Bryce seconded.
      iii. Approved
   c. Announcements SPSS
      i. Student technology fees. Shelly and Miechelle looked at moving forward as though the fees were level with last year’s. We purchased 16 licenses for student lab and 18 for faculty. Most licenses will expire between 12/18 and 12/31. Last year, chairs were to give dean names of faculty in their department that need SPSS for research/teaching. This needs to happen by Friday, 11/6. Deb S. will then negotiate for the university pricing for the SPSS software (this is for academic licenses only). Deb S. cannot negotiate for the university wide purchases. There is another committee that is university-wide that negotiates for the university license. Once negotiations are complete, then Shelley is authorized to purchase/install. The negotiation process takes 2-4 weeks. Shelley will talk with those involve in the negotiation process that the current time in which the negotiations occur is when faculty are doing the most work and when SPSS is used – seeking to see if there is a possibility to shift the timeline.

1. COE Committee is charged with discussing the need to identify faculty within department who need SPSS and report to Coordinating Committee by Friday, 11/6/2015.
2. Note – Shelley noted that if the funding formula is altered, there may be insufficient funds to purchase SPSS at last year’s quantities. As academic (student) licenses are funded by student fees, academic licenses will be a priority. These are used for instruction and student use.

II. Face of the Committee

a. How do we fit into the Strategic Plan and Framework of COE?
   i. Reviewed strategic plan.
      1. General Discussion
         a. How do we hook into the framework within the COE strategic plan?
      ii. Identify 3 Aims as a committee (items prioritize form survey)
         a. Miechelle proposed process, innovation, and faculty development/resource.
         b. Committee, after reviewing framework in the COE Strategic Plan, concurred with these proposed areas.

1. Process- (see notes on linked google document - https://docs.google.com/document/d/1DvcFyGdUByMiomRVbz1TAsxBDB775Kw4jZ-gIIHh3ZU/edit?usp=sharing)
   c. Notes-
      i. Shelley and Miechelle used the survey to discuss and develop a processes noted on google doc.
      ii. COE Technology Committee members agreed to review and provide feedback (see action items at end of minutes).

   d. Technology problems
      i. Specific Discussion Notes
         1. Shelley reported that COE purchased TeamViewer which allows the COE Tech Support to work virtually to troubleshoot and support individual computers.
         2. Shelley also purchased cloning software that allows a base image that can be deployed when needed.

   e. Ordering new (on agenda, not specifically discussed)
   f. Data collection- ID needs for faculty education (see development of faculty resources).
   g. Feedback on process (will be done by committee members through google.docs see action items)
   h. Help Desk – review google doc for feedback. It can
be found here:
https://docs.google.com/document/d/1DvcFyGdUByMiomRVbz1TAxsdDB775Kw4jZ-glHHh3ZU/edit?usp=sharing

2. Innovation
   i. Ideas (On agenda, not specifically discussed)

3. Faculty Development/Resource
   j. What are the topics
      i. Basic technology troubleshooting tips for office computer and for classroom technologies
         1. Shelley has starts on these and will share them.
         2. Short Term
            a. Review/develop technology troubleshooting supports for COE
            b. Create a centralized landing page on the COE website to house technology troubleshooting supports and technology processes.
         3. Long Term – work with UNK ITS to move toward standardization of supports
   k. Who will do/develop training? Shelley has starter items for Committee to view she will send out to Micheelle to disotribute.
   l. When will this training and development occur? Through what medium? Committee discussed having learning modules possible through Echo 360. Modules located on centralized landing page on COE web page under resources/out reach.

III. Define Tech Committee for faculty (On agenda, not specifically discussed)
   a. Distribution of Survey –incorporated into the discussion about the three Aims of Process, Innovation and Faculty Development/Resources
   b. Distribution of Aims
   c. Other?

IV. Process for on-line teaching evaluations-
   a. Time-line for Tech department to get through over 100 online courses offered by COE
      i. Committee will review the process outlined on the google doc and provide feedback. Process will be disseminated to
faculty/staff. (see action items at end of minutes).

V. Collaboration for Apps used in COE between departments (On agenda, not specifically discussed)
   a. Google apps-update

Additional Notes
Upcoming Meeting with Academic Senate with Chancellor
   - There is a mandate that we standardize classrooms with regard to technology supports. In the past, we have rolled over and saved technology funds in order to standardize for bulb-less projectors as they are more expensive. This was a mandate to technology coordinators from the University President. Will the administration back COE/other campus technology coordinators with regard to ensuring we can standardize with innovative/cutting edge technologies in light of recent sweeps, formula changes, and reductions in technology fee funds? How can we be innovative if we only have enough money to maintain current technologies?

Action Items
1. COE Technology Committee Members should follow up with Departmental Chairs ASAP to ensure that each Chair has identified faculty who need access to SPSS for research/teaching. Department Chairs should be ready to report this information to the Coordinating Council on Friday, November 6, 2016.
2. Shelley will pull previous documents that had been developed for troubleshooting tips for faculty/staff and share with the committee prior to the next meeting.
3. Review Help Desk Policy by Thursday at 4pm; Bryce will integrate changes and send to Shelly F to COE.
   a. https://docs.google.com/document/d/1DvcFyGdUByMiomRVbz1TAxSdDB775Kw4jZ-giiHh3ZU/edit?usp=sharing
4. Review Other Pieces (e.g., course evaluation procedures) by Next Wednesday 11/11 at 4pm; Miechelle will integrate changes and send to Shelly F for distribution to COE.
   a. https://docs.google.com/document/d/1DvcFyGdUByMiomRVbz1TAxSdDB775Kw4jZ-giiHh3ZU/edit?usp=sharing
5. Next meeting Tuesday, 12/1 at 10am.

Minutes respectfully submitted by Brian Wojcik.