

Technology Committee for the College of Education
Meeting Minutes
Tuesday, March 8, 2016 COE-Deans Conference Room
10:00am-11:00am

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

- I. Approval of meeting minutes from February 16, 2016. (sent in email)
 - a. Minutes approved Pat moved approval; Doug Seconded. Voted approved
 - b. Agenda any additions and approval

- II. Update on SPSS
 - a. Emailed updates to committee as provided by Shelly. Status report Shelly Perpetual license is 1000\$ per license; after the initial purchase there would be a maintenance fee of max 200\$ it may be less. Tech may able cover part of the initial license it would be up to the departments to pay the annual license fee.

- III. Actions items from December
 - a. Michelle-
 - i. Team Viewer access not a concern for IRB-Kathy Zuckwiller- confirmed with Michelle
 - ii. Committee review of source documents-members stated reviewed and Brain and Shelly will add to the COE Tech Committee page
 - b. COE Technology Support page (Brain & Shelly) will meet on April 13th
 - i. Assistance
 - ii. Documents-Brain, Shelly, and Michelle working on inventory of classrooms and cost to bring all areas within the standard.
 - iii. Release to COE Faculty & Staff – target at the Spring COE meeting

- IV. Budget up date
 - a. Spending plan- due April 30th
 - i. Priorities
 1. Class room standardization-Brian Shelly working on inventory lists and costs. Committee agreed that priority is to get all classrooms updated.
 2. Focus on hover cams(replacement Elmos), projectors addition of Mimos as more costive effective option to smart board technology.
 - a. Training on new equipment (hover cams so that faculty are trained and using all equipment to fullest capacity.
 - i. Training models will need developed and posted on the COE Tech Page
 - b. Next meeting hard replacement costs
 3. Future directions – modification of classrooms spaces for more technology friendly teaching approaches. Committee discussed investigation of modification of classrooms spaces, Distance Ed classrooms, regular classroom, and one of the computer labs in to a maker space to move technology beyond the multi-media lab. This would cut costs if all 32 Macs were not replaced every room but more importantly would allow student training to occur in modern current teach pedagogy and practices that are expected of them. Example of the classroom and teaching areas set up in the new Health Sciences building and new teaching kitchen in KSS allow for cross discipline teaching, innovative student presentation and group working spaces for collaboration which move away from “sage on the stage” practice.

4. Contribution of Tech funds to this would directly benefit students but would not cover all funding. Will need to establish work group to investigate this concept and put together proposal for dean and faculty.
5. Faculty Requests
 - a. CSP- Grace computers in A120 & A125 become MACs. Shelly said this could be done and out of her budget.
 - b. Ed Admin-Pat
 - i. Requests for microphones, closed captioning software-for online-should this funding come from Online-program or students with Disabilities Office (David Brandt David Luker) tabled until Michelle talks with Gloria Vavricka & David Brandt, David Luker
 - ii. Ed Ad will need to put forward costs and amounts for these requests
 - c. Exercise Science-Megan & Brice
 - i. Student microphones for distance education classroom put into PAWL. \$13,000 Approved
 - d. HPE Megan & Brice
 - i. Portable LCD projector and cart for students teaching off campus in training programs \$800.00 Approved
 - ii. IHT Heart Rate Monitors and software two sets 20,000 Approved
 - iii. Blue tooth protable microphones \$170.00
 - iv. PC computers X2 \$1200.00
 - e. ATEP Megan & Bryce
 - i. Adam software approval for one year ONLY 399
 - ii. Biodex hardware 1000
 - iii. HLT_100C 545
 - iv. Power system Just Jump 650
 - v. Low Profile Load Cell 785
 - vi. Tendo Power analysis 1599
 1. Approved
 - f. Committee agreed to go back to departments and gather proposals for technology needs in their departments. Michelle will send out via email deadline for requests and those will be reviewed at the next meeting.
 - g. Michelle will reconfigure budget and bring to next meeting.
6. Requests from Staff in COE
 - a. The following items will be forwarded to the Dean with recommendation COE tech committee positive recommendation.
 - b. Copiers, fax machine and printer in work room
 - i. Tech Committee recommends these be updated. These machines were previously purchased by COE Dean and not from Tech funds. COE should investigate contractual agreements for new copiers to decrease costs and to maintain most current and efficient machines.
 - ii. Fax machine in work room – recommend it be updated. However new copier contracts may have machines that would include this function and

may be more cost efficient.

iii. Printer work not designed to handle the amount of printing that faculty needs. Recommend that the new copier system also included faculty and staff printing functions.

c. COE Certification Office

i. Requested data management system for all data required to document for COE student's eligibility for certification.

1. Committee strongly recommends that a data management system be purchased for this office's use. Antiquated practices of piecing together student files in different formats (word, excel, paper copies) is not efficient, effective, or productive. It is also cumbersome when staff is attempting to look up information from students who have graduated years before and are attempting to renew or obtain additional certification.

2. COE Tech funds could not be used for this purpose, Funding from another source would need to be secured.

V. Committee Aims

a. Process Updates

i. Online evaluation – No update

b. Innovation

i. Budget discussion-ongoing

c. Faculty Development/Resource

i. COE Tech Committee sight- update Shelly and Brian (meeting set for April 13th)