**Academic Technology Advisory Committee**Meeting Minutes  
October 12, 2022

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| **Present**:  Jeff Ledford Meg Thompson Ryan Stouffer Sarah Reynolds Scott Chapman Stephanie Buchert  Kim Redford Ashley Leslie | **Not Present:**  Pam Randall  Tammy Parlier  Laura Poe | **Special Guest**: Dr. Jeannie Perry |

The meeting was held virtually via Zoom and was called to order at 4:01 PM.   
   
Kim Redford welcomed new committee members (Meg Thompson, Ryan Stouffer, Tammy Parlier, Stephanie Buchert) and presented an overview of the committee and its purpose. A summary list is below.

* + Members include faculty representation from all academic areas and at least one student representative. Kim shared that a student representative will be in place by next meeting. Additionally, representatives from ITS (Kim Redford) and the DEC (Ashely Leslie) attend all meetings in an ex officio capacity.
  + Meet once monthly throughout the academic year.
  + Discuss technology on campus. What is working, what is needed, new technology initiatives, etc.
  + Committee members serve in a liaison role for their department; bringing requests/questions to the committee and sharing information discussed with the department.

Special guest Dr. Jeannine Perry spoke regarding Quality Matters (QA). She shared that Longwood does wish to continue to be a QA institution but there is a need for revision/simplification of the QA rubric. A committee to include representation from all academic areas, Café, and Civitae is being formed to work on this. Dr. Perry shared that the committee would like involvement from ATAC and asked if any ATAC members had an interest in participating. Ryan Stouffer expressed a desire to help. Jeannine mentioned that ATAC committee member Pam Randall (not present) has also agreed to participate. Ryan and Pam will report pertinent information and requests to ATAC.

Kim Redford discussed the responsibilities of the committee chair which include setting the meeting schedule, setting meeting agendas, running monthly meetings, and writing a summary report of the committee’s work at end of academic year to be submitted to Faculty Senate. Kim called for chair nominations to include self-nominations. Margaret (Meg) Thompson volunteered to be chair which was followed by a second motion by a committee member. All members were in favor and none opposed. Meg was congratulated on her new role as committee chair.

Meg asked committee members to communicate with their department and be ready with feedback to discuss at the November meeting.

The meeting was adjourned at 4:45 PM.