Academic Technology Advisory Committee

September 22, 2015

Braun, Gretchen	Perry, Jeannine
Burtner, Joshua	Quarles, Jenny
Harrison, Blain	Redford, Kim
Lynch, Bob	Yang, Ling
McLellan, Amanda	

Jenny Quarles called the meeting to order at 3:35 in Grainger 101. Robin Smith, Scott McElfresh, Mary Lehman, and Ayse Balas were absent from the meeting.

A. Announce Staff, Co-Chair, Kim Redford
- Jenny Quarles introduced Kim Redford as the Co- Chair of the Academic Technology Advisory Committee.

B. Elect New Co-Chair
- Jenny called for a nomination and vote for Co-Chair of the committee. Blain Harrison volunteered. Bob Lynch seconded Blain's suggestion and there were no opposing votes. Blain was informed of his duties and the description of his role as Co-Chairperson.

C. Review and Update Committee Description
- Jenny passed out the Academic Technology Advisory Committee description for review by the committee. Jenny asked the committee to consider amendments to membership. The committee agreed that no changes needed to be made to the membership section but thought that implementing an attendance policy would be beneficial. Gretchen Braun asked if a member could send a representative if he/she could not be present for the meeting. The committee agreed to think about that being an option. The committee also agreed that attendance should be reported to the Faculty Senate as several committee members did not have regular attendance last year.
- Bob Lynch suggested that we report our minutes to the Faculty Senate. Jenny suggested posting the minutes somewhere, like a website, for viewing by others. Jenny asked the committee to consider what can be done to enhance communication between the committee and the Senate.

D. Policy for Planning New Technology (Jenny Quarles)
- The DEC and IT receive many requests for purchasing and exploring new technology. Jenny proposed that the Academic Technology Advisory Committee review these requests and distributed a draft policy and procedur document for purchase, adoption, and/or maintenance of academic technologies for review. Jenny suggested creating a form/application to be used to determine funding and the scope of the technology requested.

- Bob Lynch would like to see a list of all available technology that the University has for faculty and staff use to ensure that the pilot groups are not too similar to technology that is already in use.
- It was also suggested that information regarding the pilot process be available via the web.

E. IT Update (Kim Redford)
- IT completed (9) HDMI conversions during summer 2015.
- ETF Funding will be released in the coming weeks. These funds will be used to refresh instructor work station computers in classrooms, refresh faculty/staff computers, and for (1) classroom remodeling project.
- Upon making the announcement that funding has been secured for a classroom remodel, committee members were asked to report to their areas that formal requests for consideration for the remodel location are being accepted and reviewed by the committee.
- Adobe Acrobat Pro is now available through a site license for the University. A number of Creative Cloud licenses are also available by request.
- Members of IT are working on the Intranet project.

F. DEC Update (Jenny Quarles)
- Jenny reported that our application is in the approval process for the National Council for State Authorization Reciprocity Agreements (NC-SARA).

The meeting was adjourned at 4:36pm.