Technology Committee Meeting, Wednesday, February 8, 2012

The meeting began at 3:00 pm in the Rahall Building, Room 103.

In attendance:

David Hill	Andrea Campbell
Jamie Boggs	John Spencer
Delano Sweeney	Steve Meadows
Steve Rowe	Kevin Bennington
Amy Pitzer	Susie Lusk
Christie Lamb	George Towers
Jennifer Robinette	Cynthia Khanlarian

Guest: Gary Hylton

Minutes: Dr Towers opened the meeting with a reminder pertaining to the minutes of the last meeting. Steve Meadows has in the past maintained the minutes for the committee.

Instructional Technologist: Dr. Towers informed the committee of the hiring for the position of Instructional Technology Instructionalist. The individual is moving through the process of obtaining a VISA and hopefully will be at Concord University on March 1, 2012.

Assessment: Explanation was provided that all systems appear to be "running accurate and secure". It was explained that a technical procedure performed by consultants from West Virginia University had provided a snapshot of the systems including Banner as to security.

Academic website: Discussion moved to the academic website which has been constructed by Jamie Boggs and a student employee working with Mr. Boggs. The website is: explore.concord.edu. Communication was extended that a consistent set of information for our programs is the goal of this website with examples provided of progression sheets, course descriptions, faculty and staff with a base for every program. The goal would be that programs can add information to the website. At this time Dr. Towers suggested turning this aspect of the website over to the faculty for critique, changes, etc. Dr. Towers commended Jamie for all the work he has put into preparation of the website. An example of the information available on the website was displayed which involved International Programs. Again Dr. Towers thanked Jamie for the work involved on this aspect. Dr. Towers also expressed his satisfaction with the Division of Business website and indicated that he would like for all divisions to provide a similar type of format.

Pilot study of online teaching evaluations: Discussion then moved to the results of the online student evaluation of teaching pilot study. The study indicated that online response was at a lower rate but overall there was very little discrepancy between on line and face to face evaluations. Suggestions were that perhaps due to a lack of incentives this led to the lower online evaluation participation rate. Dr. Towers commented that all instructors were tenured who were evaluated in the pilot study. Dr. Towers indicated that he was encouraged about the evaluation aspect and Dr. Hill expressed his concerns about the mean of means data. Dr. Towers explained to the group that he had contacted via email each student enrolled in the classes to remind them of the online pilot study evaluation. Dr. Hill again commented that he has concerns with this pilot study in that a face to face versus online evaluation involves a student being in a more controlled environment when completing a face to face evaluation. Delano Sweeney commented that when he was a student, he thought it was mandatory for a student to evaluate the instructor and that he was not aware that he did not have to participate.

Phone system: Discussion of a proposed VOIP phone system then took place.   Dr. Hill explained to the committee basically how a VOIP system would function. The average annual cost of our current PBX system was presented by Gary Hylton to the committee and a discussion of a Shoretel VOIP system was the next topic. John Spencer has been working with a Shoretel vendor and John communicated to the group that issues of exactly how many phones of what type will be needed is an area where costs from the initial quote could be trimmed. John commented that he felt the University could go with 470 phones. At this time Dr. Towers asked for a motion to recommend the adoption of a VOIP phone system. Dr. Rowe motioned that a recommendation be made to purchase the VOIP system and Dr. Hill seconded the motion. Dr Towers then asked the committee members present for a vote on recommending the purchase of a VOIP system to the cabinet and the vote was unanimous.

The meeting adjourned at 4:00.

Minutes prepared by Gary Hylton.

Minutes approved at the March 7, 2012 meeting.