Technology Committee Meeting Minutes

Wednesday April 11, 2012

The meeting was held in Rahall 103, and began at 3pm.

Members in attendance included: Dr. George Towers- Chair, Dr. Jennifer Robinette- Beckley Center,
Dr. Shani Salifu- Instructional Technologist, Dr. Mitzi Litton- Div. of Language & Literature, Jamie Boggs-
IT Services, Sid Hatfield- IT Services, Kathy Mills- IT Services, Steve Meadows- IT Services, Dr. David Hill-
Div. of Natural Science, Amy Pitzer- Advancement

I.   Meeting began with Towers discussing the progress of the CTO search committee.
        Prediction was made that candidates would possibly be on campus as early as the week
        of April 23.

II.   Approval of minutes from the March 28, 2012 meeting. No changes were made.

III.   Towers asked Salifu to give update on how the Blackboard 9 training was progressing.

   a. An appeal was made for committee representatives to please encourage their
       colleagues to attend a training session.

   b. After meeting with various instructors it is evident that there is a varying degree of
       experience with online courses and Blackboard.

   c. In light of this a recommendation was made by Salifu to bring everyone to the same
       level through online training certification. A discussion ensued about what this
       would entail.

   d. Point was made that the training would be platform agnostic and would mainly
       cover online teaching strategies and methods, which differ from face-to-face
       strategies and methods.

   e. Point was also made that certification would help with implementation of Quality
       Matters standards.

   f. Towers recommended that Salifu bring to the next meeting exactly what the
       certification would entail so that the committee can review and make a
       recommendation to the faculty senate and to Dean's Staff. Hill reminded that this
       would need to be taken to Divisions as well before any recommendations were
       made.

   g. Recommendation was made that the BB 9 training sessions have an evaluation
       component so that we can track faculty satisfaction with the process.

IV.   Robinette asked for update on the VOIP system.

   a. Equipment is in.

   b. Robinette asked that Beckley be implemented as soon as it can. They would like to
       have extensions for all faculty that teach in Beckley.

V.   Fire suppression system in server room update. This is a waterless system that is part of
        the disaster recovery plan for IT.

   a. Has been installed, but has issues.

              i.   Water hasn't been removed yet due to HVAC update that needs to be made first.

        b.   Discussion ensued about damage to equipment when server room overheats. Is there technology out there that could automatically shut down servers when temperature reaches certain point?

VI.   Email migration to Microsoft Exchange update.

        a.   All users that volunteered to be migrated have been taken care of.

        b.   License for old email server expires at the end of July, 2012.

        c.   Date needs to be determined for when all faculty and staff email will be moved fully to Exchange. Anyone that uses Outlook will need a technician to "touch" their laptop; therefore faculty computers should be done prior to their departure for the summer.

        d.   Communication needs to take place with Faculty and Staff about this process.

        e.   Discussion ensued.

        f.   It was determined that an email would need to go out with a schedule showing when each division/office would be visited by IT staff to migrate email. That email would be drafted by Meadows and sent to Towers for approval before going out.

VII.   Technology satisfaction survey was distributed for review and discussion. There are two separate surveys, one for students and one for faculty/staff.

        a.   Robinette has been working on putting together this survey.

        b.   Assistance needed in coming up with 5 reasons to be placed in each dissatisfied section of each question.

        c.   Discussion ensued for each question.

        d.   Robinette will take the information provided during the discussion and revise both surveys, then bring them back for final review and edits at the next meeting.

Meeting adjourned at approximately 4:30 pm.

Minutes prepared by Mills.

Minutes approved at the May 3, 2012 meeting.