Tech Committee 10/12/2011 Minutes – Final

Members Present

Mitzi Litton, Division of Languages and Literature

Jessica Alexander, Division of Social Sciences

Jamie Boggs, Computer Center

Andrea Campbell, Division of Education and Human Performance

Susan Cheek, Beckley Center

Sid Hatfield, Computer Center

David Hill, Division of Natural Sciences

Cindi Khanlarian, Division of Business

Kathy Mills, Helpdesk Coordinator

Terry Philpott, Student Support Services

Amy Pitzer, Advancement

George Towers, Chair

The meeting was moved to room Rahall 318.

MINUTES

C. Khanlarian moved to accept the minutes of the September 14 meeting and A. Campbell seconded the motion. The motion passed.

ANNOUNCEMENTS

K. Mills announced that the Help Desk now opens at 7:30 AM and remains open until 8:00 PM, Monday through Thursday. It is primarily for classroom help and the staff is available to make sure that teachers have the IT support they need. Techs are available to come to the classroom to help. The change added an extra 6 hours of Help Desk service per week.

REPORTS

J. Boggs gave the Academic website subcommittee report. Each program will have homepage presence under the Billboard section. It also includes a program tracker which keeps track of browsing activity and allows the user to look back at previous pages. A class schedule link will be added that pulls in the active schedule. An added feature has been designed to restrict the schedule by program. The user will still be able to see all the courses with an added link to a degree sheet. It was added with the intention of allowing the student to see what courses are still available.

DISCUSSION ITEMS

Towers distributed a draft revision of the Web Publishing Procedure for discussion. Discussion focused on creating a draft that would give the Webmaster the authority to remove certain pages from the website. Divisions should inform the Webmaster of anyone leaving the University so he can take down any associated pages. The current procedure document provides guidelines for official and unofficial pages. It was suggested that we change the wording to read managed and non-managed and a new, section 5, be included, establishing the procedure for removing webpages. Towers will bring a revised policy reflecting these recommendations to the next meeting.

The pilot study for online student evaluations was discussed. Several faculty are willing to use their classes for the pilot study. C. Khanlarian suggested that each faculty member could be responsible for ensuring a high percentage of students complete the form by offering extra credit points on the exam (or other assessment) if 90% (or some other number) of students in the class complete the form. J. Alexander asked if faculty members could add questions to the evaluation, and the response was positive.

Towers distributed a draft email privacy policy for discussion. D. Hill asked if there was a policy for email etiquette. S. Cheek suggested that when a student gets the first email from Concord, it should contain some rules of proper email etiquette. A discussion followed that focused on email privacy. The consensus seemed to be that students should know that any mail or evaluation *could* be accessed if there were a court order. A question was posed: should we have a note on the evaluation page informing students of this?

Towers distributed a draft statement of purposes, goals, and membership for the Technology Committee. Discussion of these items and committee reporting status ensued. Towers will bring a revised statement to the next meeting.

The Technology services satisfaction survey was discussed. G. Towers will create a satisfaction survey.

Campbell moved the meeting be adjourned. T. Philpott seconded the motion. The meeting was adjourned.

Minutes prepared by C. Khanlarian and G. Towers.

Minutes approved at the Nov. 16, 2011 meeting.