

Minutes for the Administrative Computing and Telecommunication
Committee Meeting
March 6, 2008

In attendance:

Jim Mankowich-co-chair
Kesha James
Harold Denard

Jamie Glass-co-chair
Mark Whigham

Teresa Paige
Sharon Crews

We discussed the different college-wide technologies we are currently using. We specifically discussed the Tegrity and Blackboard software. We tried to come up with ideas to encourage the instructors and staff to use the software. It was suggested that we need to have different levels of training. It was also suggested that when the training is scheduled that a detailed list of topics to be covered would be in each session. An example of the different types of training would be: Basic, Intermediate, and Advance. In Basic training, **only** the following topics will be covered: Logging into the software, etc.

Mr. Whigham voiced concerns about websites needed in classrooms are being blocked by The Supercomputer Authority. Jim suggested that we try to create a work-around for downloading needed items and placing them on a server for access.

It was decided that minimum computer specifications need to be maintained and reviewed by computer services and this committee. We should have separate minimum specs for Faculty/Staff and Student Labs.

This committee recommends that we only purchase laptop computers for faculty members. We would no longer purchase desktop computers. We would only purchase laptops with docking stations for their office on campus.

We discussed the need for an annual inspection of laptops. Either everyone would bring their laptops during in-service or there would be a monthly schedule by department. For example: During the month of January, everyone in ABR, ACR, and ASE would bring their laptops on campus to be inspected.

We briefly reviewed the college's Institutional Technology Plan. It was decided that we would review it further and discuss this at the next meeting.

jhg