Thursday, May 8, 2014,
2:00-3:30
Room SMN137

Meeting Summary

Attendance:
Present: David Patterson, Derek Wilson, Kevin Eagleson, Shook Chung, Mary Sage, Michael Irvine, John Hinds, Kofi Opong Mensah

Absent: Greg Nelson, Jonathan Eldridge, Haley Kantor, Frank Crosby, Ray Marqueda, Patrick Ekue-totou, John Ware

Notes

1. Minutes of April 24 meeting were informally approved.
2. Tech Plan Priorities draft of May 5, 2014 was reviewed.
   • Mike will offer suggestions to Patrick for the third column, which shows costs:
     o For ongoing items, consider updating costs
     o For completed items, consider providing final costs
     o Alternative, the column could be labelled at the top: “Estimated cost as of [date]”
   • II.A.9. Update the MyCOM portal
     o Add this phrase: “Students want integration with mobile devices.”
   • II.B.9. Implement quick response processes for classroom technology problems.
     o Please add hyphen to the word “set-up”
3. Discussion of Technology Advisory Group Chart
   • Consider adding an “s” to the word “Group”
   • Please add a legend
   • Please make all boxes red except “PRAC”
4. New Technology Concerns
   • Smart Classroom Standards. Discussion of the wide variety of learning spaces that involve technology across campus, including lecture classrooms, labs, studios, and more. A TAG could be formed to research and create standards for these various spaces and functions. This group might create categories for discussion, going beyond the term “smart classroom” to create more specific vocabulary. A glossary might be developed. To think about technology in a given space, the TAG might consider:
     o Technological requirements
     o Room configuration
     o Wireless capability
     o The devices that students might bring to the space
   
   Finally, it might be useful to gather information about the technological specifications for the SMN and the new Academic Center.

   • II.A.7 Implement web content management system
     o Shook, Dave, and Mike agreed to edit the description.
Here is what was proposed after a few days:

<table>
<thead>
<tr>
<th>II.A.7</th>
<th><strong>Implement web content management system</strong></th>
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<tbody>
<tr>
<td></td>
<td>Based on research and discussion of various solutions and vendors, TPC recommends purchase and implementation of a web content management system which would offer a responsive design framework, a dynamic content and web system, upgraded programing capability, and improved web accessibility. IT can support this process but has no internal resources to initiate it.</td>
</tr>
</tbody>
</table>

- The committee requests that, to maintain a quorum, at least one member from each constituent group be present at all TPC meetings. If a member can not be present, that member should make sure that at least one member of his group will attend.

Meeting was adjourned at 3:30PM. Next meeting: Fall semester, 2014.