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|  ATC CommitteeMinutes |
| April 17, 2017 | 1:20-3:20 pm | L 244 |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Emily Lynch Morissette: Chair | Vacant: Deans Rep |
| ~~Scott Finn: Counseling & Student Support Programs~~ | Vacant: Disability Support Services |
| ~~Bernard Gonzales: Part-Time Faculty Representative~~  | Vacant: School of Language & Literature |
| Ari Hornick: School Business & Technology | Vacant: School of Wellness, Exercise Science, & Athletics |
| Shawna Hutchins-Williams: Academic Success Center |  |
| Joachim Latzer: School of Mathematics, Sciences & Engineering | ~~Dan Borges: Chief Information Systems Officer (Resource)~~ |
| Lauren McFall: Library Representative | Al Garrett: Institutional Technology (Resource) |
| John Rieder: Academic Success Center | ~~Brett Jones: Institutional Technology (Resource)~~ |
| Tracy Schaelen: Distance Education Program | ~~Paul Norris: Institutional Technology (Resource)~~ |
| Vacant: Higher Education Centers (NC, OM, SY and CCAC) | ~~Hector Reyes: Institutional Technology (Resource)~~ |
| ~~JC Hernandez: ASO Representative~~  | Andre Ortiz: Training Services Coordinator (Resource) |
|  | Vacant: School of Arts, Communication & Social Science | Vacant: Online Learning Center (Resource) |
| **Call to order/Approval of Agenda** | emily lynch morissette |
| action item | The agenda was approved as presented |
| Approval of agenda. M/S/C. |
| **Approval of Minutes from 03/06/17** | emily lynch morissette |
| action item | The minutes were approved as presented. |
| Approval of minutes. M/S/C. |
| **Public Comment** | group |
| information | None at this time. |
| 1. **Review of ATC Prioritization**
 | emily lynch morissette |
| Discussion | If you want the actual list of the prioritization, Emily will give it to you. She hesitates because we are one of the few committees that has our stuff go up to the Institutional Technology Committee. Then we get prioritized together before going to SCC. Stuff that looks like we are going to get right now may be taken out. The prioritization went well. Emily thanked everyone who voted. We took out the items that didn’t have anything to do with academic technology. It was recommended that all members of this committee vote next time. We had seven out of ten voting members vote. |
| 1. **Google Chromebooks from Last Prioritization**
 | emily lynch morissette |
| Discussion | Last year, when Elisabeth was ATC Chair, we had three or four separate requests for Google Chromebooks by name. Emily believes that it was Chemistry, Math, ESL and others. Elisabeth put forth to this committee that if we put four request in, then are they not really each going to get it. So, we made one group, where more people could check it out. Elisabeth spoke to the library before she left this committee to arrange for them to store Chromebooks that were supposed to be purchased. There was some miscommunication that happened and the Chromebooks were never ordered. We have the money for the Chromebooks, so IT ordered two carts of thirty Chromebooks which are going to be housed in the Media Area. We will have a check out procedure in place. Please start telling people to check out the Chromebooks; they will be here within the month. Every professor will have to check them out. They will have a 6-8 hour battery life. The teacher will sign the Chromebook out to the students. They are not for direct student check out. |
| 1. **3-D Printer**
 | emily lynch morissette |
| Discussion | This year, we have a joint 3-D printer request. It is pretty high on the ATC list, so we will need to start thinking about where it should be housed. It needs to be shared amongst all groups. Emily will go back and see who actually requested it. Again, this will be for professor use in the classroom rather than direct student use.  |
| 1. **ATC & ITC Prioritization**
 | emily lynch morissette |
| Discussion | Emily advised us that there is a move for IT to take over the program review process in regards to ATC and IT. She was very vocal at the meeting on Friday and explained that she would be more than happy to help them make a more valuable streamline process. However, it is our prioritization and we have been working hard to get teachers to have a say of what they need in their classrooms. Emily feels that it is very important that we have the Academic Senate President attend all of the ITC meetings along with the ATC Chair. This way, we would have two strong faculty voices on that committee. Emily would like us to give feedback to the departments on how they wrote their stuff and why it didn’t get prioritized as high. There is a move to do it more uniformly for the program review process with Linda Hensley and Susan Yonker. We need to have one unified voice. Emily will speak with Susan. One thing that was suggested is to have the rubrics available to look at while the departments are writing their program review. Emily stated that she would like to see it as a drop down menu item. We need to be able to bundle computers with the software; that is required to make it work.  |
| 1. **Future Topics**
 | emily lynch morissette |
| Discussion | FERPA: This is the Student Privacy Act. We currently do not have FERPA training ongoing yearly. We have computer violations going on with student privacy. An example is if a teacher emails their student their grade, this is a FERPA violation because they are not allowed to give their students their grade via email. One of the things that we need to do is to actually train people on what it is. We also have FERPA violation that pertain to the publisher’s websites. If we are giving permission to a for profit third party company to store our student’s grades, then we are in violation of FERPA as well. People don’t know because they have not had proper training. Emily thought that it would be great to do FERPA training through ATC. Malia Flood is the FERPA officer, so maybe we can sit down, have a meeting about coming up with a pamphlet or something for training. There are a lot of other campuses that have training and require it once a year for an hour. This is how they handle that obligation. There was a suggestion to bring the Academic Senate in on this matter. Perhaps, have it as an Opening Day topic that people can select. Tracy offered to bring us back whatever she got through her DE connections, which seemed most valued.Copyright Violations: Another issue is copyright violations. We need to explain what a copyright violation is. Sometimes people are posting books that have been out for five years. They are posting chapters of books on canvas and blackboard sites and this is not allowed. The DEFT training is also addressing it, but not everyone is required to attend the training. This could also be another great Opening Day activity.  |
| **Adjournment** | emily lynch morissette |
| The next ATC meeting will be May 1, 2017 from 1:20-3:20 p.m. in Room L 238 N. |