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|  ATC CommitteeMinutes |
| October 3, 2016 | 1:20-3:20 pm | L 238 N |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Emily Lynch Morissette: Chair | Vacant: ASO Representative |
| ~~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 |
| Joachim Latzer: School of Mathematics, Sciences & Engineering | ~~Dan Borges: Chief Information Systems Officer (Resource)~~ |
| Lauren McFall: Library Representative | Al Garrett: Institutional Technology (Resource) |
| Mark Meadows: Instructional Support Services & Continuing Education | ~~Brett Jones: Institutional Technology (Resource)~~ |
| ~~John Rieder: Academic Success Center~~ | ~~Paul Norris: Institutional Technology (Resource)~~ |
| Tracy Schaelen: Distance Education Program | Hector Reyes: Institutional Technology (Resource) |
| ~~Maria Elena Solis: Higher Education Centers (NC, OM, SY and CCAC)~~ | Andre Ortiz: Training Services Coordinator (Resource) |
| Micajah Truitt: School of Arts, Communication & Social Science | ~~Todd Williamson: Online Learning Center (Resource)~~ |
| **Call to order/Approval of Agenda** | emily lynch morissette |
| action item |  |
| Approval of agenda. M/S/C. |
| **Approval of Minutes from 09/19/16** | emily lynch morissette |
| action item | The minutes were approved as presented. |
| Approval of minutes. M/S/C. |
| **Public Comment** | group |
| information | * Emily thanked everyone for being members on this committee and handed out some candy for each of us.
* Micajah announced that he will not be able to be on this committee in spring because of his teaching schedule.
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| 1. **Membership Update**
 | emily lynch morissette |
| Discussion | We did get more members. Mark Meadows will be representing Instructional Support Services & Continuing Education. We still need representatives for: ASO, Disability Support Services, Language & Literature, Wellness, Exercise Science, & Athletics. |
| **Computer Replacements** | emily lynch morissette |
|  | Emily wanted to discuss computer replacements. Paul Norris sent out a list of the replacement for academic computers. It is 21 pages long, so Emily is going to try and condense it. This list contains past requests from last year as well. Since we have such a narrow timeline this year, there was a suggestion to start at our next meeting and discuss the prior requests from last year. Most of the money was spent on replacing computers in the library last year. We prioritize items from program review and academic desktop computers that need to be replaced every 5-6 years. There was a suggestion to follow due process and should work on computers that need to be replaced every 5-6 years. One of the urgent requests that was looked over last year was from Jay Henry in Recording Arts and would probably take up most of our budget. Five years is ideal, but other items may need to be prioritized. Emily will look at the amount of money that Jay Henry will need to replace his computers and get back to us. We should have about $340,000 to replace items. Emily will send Angie a shortened excel spreadsheet and have her send it out to the committee.  |
| **ATC Prioritization Rubric Email Update** | emily lynch morissette |
|  | Everyone here should have received Emily’s email with the 5 things that we are looking for when doing your technology request:* Urgency
* Collaboration
* Sustainability
* Growth
* Efficiency

This is what we voted on in May of 2015, it never got changed in the Program Review Handbook. Emily will let Susan know. A question came up about what fell under the rubric and technology. For example, what would a camera be considered? Arts & Communications would want: Cameras, 3-D Printer, Rotary Cutters, Print Making Presses, Welding Torches, Boundary Equipment, and Laser Cutters which usually comes with a CAD file. Emily will look up definitions so we can critique it next time.If it is something for the students’ needs and for their learning and it has something to do with technology, that it should go through this committee. Technology, including instructional equipment: audio, visual. There was a suggestion to take a look at what we get this year in program review and wait to define it for next year.Once we finish our program review. This list is then given to ITC, which they merge into their list. Emily is going to get a list of the six categories for program review and a definition of what “technology” is and share it with this committee at our next meeting. Another question came up on our rubric. Under efficiency, there are programs that can get separate funding such as Perkins. It is really not an issue receiving things that could be funded by Perkins. If an item gets funded from a different source, then the next item on the list will get bumped up. Emily passed out a replacement technology request. It would be nice to let everyone know how in depth they need to go in their request. Perhaps we need to include more examples from the instructional side. We could attach other rubrics from program review or just attach the program review handbook.We asked Hector how printers get replaced. If it is a pay for print printer, then the pay for print funds would replace it. Department printers are paid for by their departments with their own budgets. If it is a lab, it is paid for by the school. If the lab is used by a Perkins Program, then Perkins can pay for it. You should always put it into your program review, because you are indicating a need.Emily will speak with Susan and send out another email. |
| **Flex Credit**  |  tracy Schaelen |
| Discussion | Emily put every one of our meetings into mylearninglab. We are just waiting for our approval. This way everyone can get 26 hours of flex credit for your time. We will also get credit for last year as well. You will need to login and fill out an evaluation form.  |
| **Blocked websites in Specific Areas?** | emily lynch morissette |
| Discussion | It all started when Bob Edlebrock was here and he requested to block websites in the open labs in the ASC and Library. Students weren’t doing their work and were goofing around. From there is grew into other areas. The Automotive department and Architecture department asked if they could do the same thing so they could control what the students were doing while in class. They found students looking at adult material, playing games, and using other social media. Utube was removed about a year ago. Facebook is still blocked. Bob Edlebrock controlled that. The request was sent to Joanne Forbes and she would modify the list. The list is on the server, which is separate. It can be changed at any time. Emily stated that she does not want to dictate what faculty members can use. Classroom Manager software is available to purchase separately that will allow you to enable or access certain software. VISION is one of them. Students do find a way around things and go to proxy websites. If a student is in a standard classroom with a podium, there aren’t any restrictions. If students are in a regular classroom, there aren’t any restrictions. For any decisions regarding open labs, you will need to speak with Jim Tool. We really need a point person to make a decision since Bob Edlebrock is not here anymore. Keep in mind, that if you change the list, it will effect multiple areas. We should take it to the Academic Senate, Deans Council, and get Dan Borges involved. |
| **SWC Shared Plan** | emily lynch morissette |
| Discussion | The committee looked at the template for our ATC committee. We need to include Tracy’s name and change the room number. There was a motion to approve the template with the necessary changes. The motion passed unanimously. |
| **Docusign vs. Hellosign** | emily lynch morissette |
| Discussion | Docusign: This will cost about $4,000 a year. It is the most idiot proof, but it doesn’t play well with other software. Hellosign: It is not as cheap as we had hoped. They charge you per signature, so it will probably cost more than Docusign. The terms of service our atrocious. There is a lot of liability. There was another program called e-sign: It did the best job in locking down the documents so no one could tamper with it before they sign it. There seem to be tradeoffs with all of these programs. There was also the Adobe document sign. You just need to pick what you like. We need to keep in mind that any agreement needs to go through Priya and anything over $2,500 has to have three bids. There was a suggestion to take a look at the Chancellor’s Office memo.  |
| **Add Codes** | emily lynch morissette |
| Discussion | We are having a lot of our 2nd half 8-week class’s start. The add code doesn’t work until right before the class starts. Faculty members are getting upset because they feel like we lose FTE’s because we are not letting us give add codes at the beginning of the semester. Should the add code be able to work early in the semester for the 2nd half of the 8-week classes or do we keep it the same?It was explained that if we give the add codes sooner, then the class max won’t be there and then you wouldn’t be able to add more sections.There may also be issues with SCEA. |
| **Adjournment** | emily lynch morissette |
| The next ATC meeting will be October 17, 2016 from 1:20-3:20 p.m. in Room L 238 N. |