Present – Sharon Simes, Rachael Mendonsa, Joanne Fall, Tom Griffith, David Gronbeck, Terre O’Malley

Introductions
Welcome. Suggestion was that no meeting be held in August as so many people will be off campus, or on vacation. It was proposed that there be a meeting during the first week of October, to avoid the rush during the first few weeks of the quarter, as well as the last week October.

Technology Fair
The mini-grant application for the funds to purchase 20 digital voice recorders has been submitted. The digital voice recorders will be used as raffle prizes during the tech fair. They would be an incentive for attending and participating.

Sharon and Rachael had met previously to brainstorm ideas for the fair; Sharon made photocopies of an email from Rachael that included some of the ideas they had come up with. The best time for the tech fair will most likely be in early winter quarter.

Following is a copy of the email (in blue) that Rachael sent to Sharon and Jane Lister Reis.

Technology Fair Brainstorming/Draft Ideas
Objectives/Outcomes:
1) For the campus community to be aware of the technological resources we have available and how these resources are being used on the campus and can be used.
2) To help support and encourage innovation throughout the learning environment on campus (from staff to instruction to students).
3) To allow everyone to be introduced to the latest technologies available.

Evaluation: Need to work on this.
Timeframe: up to 3 hours

What would the fair look like?

What:
1. Demonstration Tables/Booths:

There would be demonstration booths set up and run by both on-campus staff / instructors and off-campus vendors. People would be able to pop from one booth to another for short time frames. For example, these tables would expose participants to gadgets like an iPod as well as computer-based technologies like Camtasia, Youtube, MySpace, MS Moviemaker, etc… There would also be
booths such as the TLC promoting Professional Development, the Distance Learning folks showing how DL is effectively being used as an alternative form of instruction and student learning, the Career Services showing how they are using technology to connect up students to employers, and the Library demonstrating how they are using Instant Messaging to respond to students’ questions. Off-campus vendors could include demonstrating some new phone technology and the new MS Office 2007.

2. Hands-On Experience with Technology:
Here folks get to participate in the technology. There might be rooms around the campus where people can pop in and out in 15-20-30 minute intervals depending on the platform. Examples of this might be using a SmartBoard, participating in making a Youtube movie, participating in a Student Response System survey, participating in an ITV classroom, experiencing a lesson using Internet 2.

3. Rap Sessions:
This would be an opportunity to discuss technology issues. Why would one format be more useful over another? What are the issues that need to be considered with technology? Etc…

END OF EMAIL

It might be a good idea to open the fair to the community around the college as well as the campus community. Possibly have an MC.

Helping people to create their own web sites would also be useful. Also useful might be an IT Services booth to help share IT information with others. IT has tools to make things easier and more accessible.

The idea of a passport or a drawing in order to win one of the voice recorders is being discussed. A passport would encourage people to participate more. A person would need to visit a certain number of booths of info sessions, for instance. This could present a problem for people who have a limited amount of time to spend at the fair. The passports could be turned in when a person was finished at the fair and then we could assess how many people attended and which areas were visited the most. Or sequentially numbered sheets could be used at each booth or demo that people would sign, and then the signatures could be counted up later.

Other ideas / thoughts:
- Demos are the easiest; hands on sessions can be more difficult.
- Would vendors be able to supply any kind of perk for participants?
- We live an area that has so much technology to offer.
- We could encourage participation by BEIT and other divisions that have programs that use new technologies, perhaps the drafting program.
- Will the fair be held in the cafeteria? It would be visible to more students there.
Will we use wireless connections for it? We could have temporary NetIDs for folks from off campus that bring their laptops. Are there enough outlets to plug in everything?

We need to know what kind of tech support we’re going to need during the fair.

We could get input from other folks during fall quarter about other ideas.

This will need a lot of preparation. Everyone can pitch in, no subcommittee.

Online tutoring platforms are another idea to investigate.

Webcams and whiteboards are additional technologies perhaps to include.

**Microsoft XP and Office 2007**

What’s going on with XP and Office 2007? This could even be a topic for the tech fair.

Students will have access to Office 2007 by fall quarter and the switch over to XP will also begin by then so that most computers on campus will have them by October. Vista may be put into some of the computer labs later. Windows 2000 didn’t support Office 2007 which is why the upgrade to XP is happening. Other interesting new applications from Microsoft are One Note and Groove. A demo of these two applications would be interesting.

The decision about the software that will replace FrontPage will be a campus decision and not an IT decision. Expression web is a good alternative, but it’s not compatible with Macs. People should explore and experiment with new options and then decide.

**Spam**

The amount of spam that has been showing up in our email inboxes has been greatly reduced. Rachael wanted to thank our IT department for that. Other schools still have large problems with it.

**Next Meeting**

No meeting in August or September, we should meet during the first week of October and also the last week, so we can stay on track with Tech Fair. We need to come up with a timeline for the fair and decide where we can hold it. Find vendors to participate. Sharon will contact Jean Kent to see if she would be available to help us get the fair organized. Perhaps we could get another mini-grant to pay her for her services. And perhaps a mini-grant also to help pay for flyers about the fair.

Since there was no Summer Institute this year perhaps there may be money in that budget. If the fair were open to all campuses it might be eligible for some of that money. A room will be scheduled for the next meeting.

Meeting adjourned at 3:15 PM.