Introduction
Welcome and explanation of what eTAC is and which former groups it will replace (like the Technology Committee). Went around the table and did introductions.

Announcements
Tom discusses the structure of the meeting agenda and how it will work (30 minutes for announcements, 30 minutes for sharing news, 30 minutes for discussion of broader issues). Mentions Geoff Mathay’s death and also how it may affect things on campus. Distance Learning has a new name, NeST (North’s e-Learning Support Team) but will still use “Distance Learning” for students. Carol Howe will be absent over the next few months.

FrontPage
The new FrontPage server is up and running. Northonline websites will be transferred to the new, more spacious server over the next 6 months. Each faculty user will be contacted to determine their best time to move over. The new server essentially will function the same as the old server so no additional training is involved.

Microsoft will be supporting FrontPage software through 2008 at which time they will begin supporting the new software Expression Web (the next generation of FrontPage). IT services will also support FrontPage until 2008. NeST will look into what will be involved with this transition. NeST and IT may also look into site license cost for Dreamweaver 8 software as an alternative after 2008.

Office 2007
Lab room computers will be upgraded to Office 2007 by fall 2007. Staff who would like to have their office computers updated may turn in a work order.

Campus Website
The Web Committee works on issues surrounding the campus website. Our college website will be getting an update. It has been mentioned that our website is not on par with the websites of other community colleges, although some faculty feel that ours is still an effective recruiting tool. South Seattle Community College’s website has won an award for its website. Tom Braziunas discusses the future use of “web cards” as a way for faculty to put more information about themselves on a website in an easy to access format.
**Student Instructional Media Production Center (SIM-PC)**
Sharon Simes explained the functions of the new student-support media center located in the library. Students will be able to use a variety of multi-media applications including powerpoint and have use of a video editing studio to make video presentations, a visual media production room where students can construct posters for presentations, and a media conference room where students can meet to plan, work on and rehearse group projects. The center will be up and running spring quarter 2007. Faculty would then be able to assign projects to their students that would incorporate using the new center.

**Library Website and Networking**
Jennifer Wu has available on her website an Instant Message program that allows students to ask a question and get a response from a librarian quickly. It is still being tested, but will be made available on the library in the near future. Jennifer will demonstrate it at the next eTAC meeting. Jennifer will also be handling the library’s social networking technologies.

**Online Learning**
2nd Life was discussed as an educational resource for online and on-campus classes. The technology is still fairly complicated, but the appeal of using it to create a virtual environment that would allow students to interact in a different setting is high. Also, there is other software that is more affordable to use and does the same thing.

**Distance Learning**
The increasing enrollments in Distance Learning classes are mentioned. DL is a great option for full-time workers and also women who are mothers with little time and no childcare to allow them to get to campus. Pat Bouker suggests quarterly meetings that would included DL faculty to discuss which things are working in the online classroom and which aren’t. An open forum in the TLC once a quarter would be an option.

Questions raised:
- How do students from other parts of the country and other countries find out about our program?
- How can we better inform students that DL classes are not easier than on campus classes?

**eTAC Committee**
The focus of the committee is discussed. It is suggested that new technologies and learning applications be demonstrated during meetings as some of them can be applied to other parts of campus including administration and student services areas. Faculty already using new modalities could do a demo or allow access to their websites. Videotape the demonstrations and make them available to faculty and others who were not present at meeting. It’s a good idea to have a committee that includes people from all areas of the campus so as to get information and the exchange of ideas to everyone.

It’s important to embrace and learn from new technologies as much education is moving in the online direction and we’ll need to be prepared to deal with students in this
increasingly online environment. Library is “online” and utilizing new technologies to be in contact with students at their computers whether they’re on campus or in another state.

It is suggested that a mission statement for the eTAC Committee be drafted.

Someone from the district will be invited to the meetings when we discuss district-wide issues.

**Conclusion**
Tom reminds everyone that the agenda is an ‘open format’ and to please contribute to it. We will stick to the “30/30/30 minute” format for now. Not all topics on the agenda will be covered. Some will wait until a future meeting and new topics can be added by any committee member at any time as well.

The next meeting date is confirmed for Wednesday, March 21st at 3:00 p.m. in the same room.

**Adjournment**
The meeting adjourned at 4:25 p.m.

Minutes by Terre O’Malley with additions by Tom Braziunas