**e-Learning and Technology Advisory Committee (eTAC)**  
April 2007 – Meeting Minutes

**Present:** Sharon Simes, Tom Griffith, Rachael Mendonsa, Jack Bautsch, Terre O’Malley

**Who are we?** We see the group as a hybrid/open group which includes members from instruction, administration, including student services, and IT.

**Technology use on campus**  
Technology usage is on the increase all over campus. Instruction is ahead of student services in application of new technologies. Advising could benefit from using an IM program similar to the libraries. Stephanie Swanson had attended an advising conference where some new technologies were discussed. Email is nearly outmoded. Webcams are being used a lot.

Tutors of international students are utilizing the webcams and smart boards to work with their students in other countries on language skills. Similar technology could be used to discuss transcripts with students.

**Tegrity for capturing classroom lectures**  
Tom Griffith attended a webinar from the University of New Hampshire that showed a class using a small webcam and a SmartBoard. The camera captures everything done during a lecture, audio and video, including power points, and is two-way. The information is then saved to a computer. The students can then tab through the lecture by topic. This was used to enhance on-campus classes.

The question was asked whether students would still need to come to class if they could access entire lectures online this way. But attendance has actually increased. This is also a great way to keep absent and sick students current with the rest of the class. A good application on our campus for this type of technology might be for ESL to go over lectures. The technology might also help shy students who don’t speak up in class -- so they could revisit parts of the lecture that they missed. Tegrity is compatible with iPod and cell phones. Tom Griffith will discuss this technology with Tom Brazinunas when he returns.

Use of Tegrity is similar to using an ITV classroom but it is smaller and less expensive. The ITV room is designed for live classroom use and ties to other ITV classrooms all over the state. Tegrity is specifically for recording and using later.

**Introducing faculty to new instructional technologies**  
This committee needs to be more intentional about technology. Everything in technology is changing so fast that we need to assess everything and narrow down what will be most useful to us here on campus. The cost of technology is changing more and more small devices are doing multiple things and becoming more cost effective. We also need to assess all new technology as it is acquired to be sure of its functions before getting rid of any old technology.
Faculty should be familiar with iPods and Instant Messaging to be current with what the students are doing. We need training to get people on campus up to speed with the new technology. Faculty also need to aware of technologies like YouTube and Second Life. Second Life is expensive, but any kind of virtual, interactive setting can be created. Students can progress through a set course of events based on homework completion. A Harvard law professor uses it for one of his law classes.

At all levels of technology not everyone is utilizing everything. A few years back not many people were creating websites. Now students are using blogs, wikis, Myspace. This is the direction communication is moving. Will MySpace be passé soon?

Sharon will bring a copy of a list of highly suggested tech competencies to the next meeting. Jennifer Wu has been working on the library’s social networking exposure. The libraries are on the cutting edge of technology, but are also busy preserving the past. For instance, students are still using microfiche.

Overhead projectors are still popular but are considered low-tech, along with pencils, even books. However, storing information only on small hand held devices is risky because if you lose them you lose everything. Information on smaller devices is also harder for some people to see.

There was a story on NPR this morning about iPod usage and deteriorating hearing in young people. We could talk about the impact of technology usage in a workshop. Kids are listening to their iPods so loudly that those nearby can also hear it.

**Technology Fair idea**

The idea was introduced of a technology fair for faculty and staff to introduce them to new things. This fair would be a hands-on event to encourage learning about these new technologies. To encourage participation, maybe we could have a passport that gets stamped at each table followed perhaps by a drawing for a tech prize at the end. An all day fair would be convenient for drop ins. For example, it’s hard for student services to get away from their offices during the day, so an all day event would be a good idea.

How to pursue this? We might identify useful technologies and then contact vendors and invite them. Faculty with carpal tunnel are already using voice capture technology. Another useful technology is an SRS (student response system) called Qwizdom. Students can use a special notebook, like a SmartBoard that is linked to the lecture and that gets saved to their computers.

We could create several stations demonstrating Instant Messaging. Maybe at each station, folks like Chris, Coryl and David Gronbeck could let people know what’s available for them to use. We could demo Moviemaker – it’s a free download. Webcams could be shown.

It would be open to everyone, a community event not just for educators. We could distribute flyers. It could encompass more than just educational technologies – attract anyone who feels left behind in the tech world.
Email your ideas to Sharon. She’ll bring the tech competency list to the next meeting when there will be more people.

Coryl in the TLC has also put forth an idea of a technology institute this summer. Vendors could attend this as well and demo their products.

**Copy machines on campus**
Many of the bigger copiers on campus are networked and people can send an electronic document from their computer to the most convenient copier. You can also scan a hard copy and then send it electronically.

It’s hard for part-time faculty to keep all of their things organized as they usually work on several campuses, but faculty would be able to send documents from one campus to a copier on our campus.

**“Artstor” in the library**
The number of slides being used by the art department is not something the library can support anymore. Slide projectors are not being made anymore.

Using a database like *Artstor* would be much better. It has thousands of art images that faculty can use and put into Power Point presentations for their classes. Hopefully, we will be able to get faculty to move over to the *Artstor* database. Although the idea of a deadline for slide use was mentioned, the library does not want to limit faculty in their teaching choices.

**e-Learning Guidelines**
A set of standards for e-learning at NSCC has been recognized by the IC. They include distance learning, hybrid and enhanced on-campus learning. It includes a policy for faculty to get back to distance students within 48 hours at the latest. The online advisors usually respond within 24 hours. Students appreciate the quick response time.

**NSCC-WSU Co-Admit Program**
Terre showed our poster about the co-admitance program that we’re offering in conjunction with WSU. Tom Griffith mentioned that the University of North Dakota also has an online program that they would like to expand. All ND colleges will accept the Washington state AA degree.

**Next meeting**
Can the next meeting be at an earlier time? We will check the master calendar for May 23rd to see if there are any conflicts for meeting at 2 PM.

Meeting adjourned at 4:25 pm.

*Minutes by Terre O’Malley; modified by Tom Braziunas*