

Instructional Technology Committee Meeting Minutes

Date: September 22, 2022

Scheduled Time: 10:00 a.m. to 11:00 a.m.

Attendance

Committee Members: Madison Arbillaga, Stacy Crouch, Jonathan Foster, Michelle Husbands, Reme Huttman, Roger Long, Jessica Lynch, Karl Stevens, Jennifer Stieger, Eric Walsh, Josh Webster

Committee Members Present: Madison Arbillaga, Stacy Crouch, Jonathan Foster, Michelle Husbands, Reme Huttman, Jessica Lynch, Karl Stevens, Jennifer Stieger, Eric Walsh, Josh Webster

Committee Members Absent: Roger Long

Guests Present: Yvonne Naungayan

Meeting Minutes

The committee chair called the meeting called to order at 10:00 a.m. and welcomed members to the first meeting.

Agenda Item 1: Establishing Committee Duties/Charges

The chair explained that the committee's first task would be to define the committee's duties. Since the committee's creation approximately two years ago, no charges for the committee have been listed in the Faculty Senate Bylaws. The committee chair asked the members to each submit a few ideas for committee charges by October 6, 2022. The chair stated that he would compile these suggestions into a list to be reviewed at the next meeting of the committee. When completed, the list of charges as approved by the committee will be forwarded to the Faculty Senate Bylaws Committee for further review and action.

Agenda Item 2: Website

The chair reported that he noticed that the Faculty Senate website did not include a webpage for the Instructional Technology Committee. As it is the committee chair's responsibility to update the committee webpage, the chair contacted GBC Webmaster and requested the creation of a committee webpage. The webpage has now been created. The chair indicated that he will update the webpage with required information as needed and asked the committee for ideas concerning any additional items that should be posted on the committee webpage.

Agenda Item 3: Schedule of Meetings

The chair indicated a need to set meeting times and dates for the remainder of the semester and asked if the current meeting time and date worked for everyone. Two committee members indicated difficulty with meeting at the current time. The chair agreed to send out a Doodle poll in an attempt to select a time and date that worked better for all.

The meeting adjourned at approximately 10:25 a.m.