Instructional Technology Committee Meeting Minutes

February 6, 2023

11:00 a.m.– 12:00 p.m.

Location: Zoom

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

Present: Madison Arbillaga, Jonathan Foster, Michelle Husbands, Reme Huttman, Jessica Lynch, Karl Stevens, James Stugelmayer, Eric Walsh, Josh Webster

Absent: Stacy Crouch, Roger Long, Jennifer Stieger, Karl Stevens

I. Call to Order and Attendance

The Committee Chair called the meeting to order at 11:03 a.m.

The chair explained that the meeting was being held via Zoom because he had not been able to get rooms reserved at all locations in time to send out the agenda and information. He noted that in the future he will make room reservation requests earlier in the week preceding the meeting's scheduled date.

II. Approval of minutes

Josh Webster made a motion to approve the minutes from the Nov. 29 meeting. Madision Arbillaga seconded the motion. The committee voted unanimously to approve the minutes.

III. Agenda Items

1. Updates on committee activities/tasks
   The chair updated the committee on progress concerning the various activities discussed by the committee at the last meeting. He stated that he emailed the Dean of Distance Education to inform him about one committee member's question regarding whether the Distance Education Department could design a quiz that was in the same style as a state mandated quiz used in the committee member's field, and another committee member's willingness to offer an in-service training on instructor burn out. The chair then discussed a suggestion that had been made by another committee member regarding the addition of dual computer monitors in classrooms. The chair asked the committee if they would agree to a letter/statement/email that voiced the committee's support for this request.

The chair also updated the committee on progress made toward developing a best practices document or policy/procedure on the use of copyrighted video in the classroom. The chair indicated that he believed the best option is to put together a best practices or guide document and place it on the Committee's website, along with links to relevant information. Research into other colleges and university's policies and procedures on the use of such material in classroom indicated a similar method of posting information on library or college websites. The chair agreed that he would conduct more research into this issue and would forward information/links to committee members for review. The committee would then decide what should be included and/or linked in the Guidelines or Best Practices document to placed on the committee's website.

2. Website content
   The chair provided an update concerning the committee's website. He stated that the committee's newly approved charges have been posted on the website.

III. Other Business

A committee member raised the topic of the new multifactor authenticator that has been implemented for faculty and student log in to email, WebCampus and other aps necessary for online instruction. Committee members voiced numerous concerns regarding this implementation, resultant access problems encountered by faculty and students, the requirement of using personal cell phones, and lack of consultation with the committee. The chair indicated that he would pass along these concerns to appropriate administrators and update the committee on their responses.