Instructional Technology Committee Meeting Minutes
Date: November 29, 2022
Scheduled Time: 3:00 p.m. to 4:00 p.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, Roger Long, Jessica Lynch, Jennifer Stieger, Eric Walsh, Josh Webster

Committee Members Absent: Karl Stevens

Guests Present: none

Meeting Minutes

The committee chair called the meeting to order at 3:00 p.m. and took attendance.

The chair asked for a motion to approve the minutes from the September 22 meeting. Jennifer Stieger moved to approve the minutes. Eric Walsh seconded the motion. The committee voted unanimously to approve the minutes.

Agenda Item 1: Update on Proposed Committee Charges

The chair updated the committee on the status of the committee charges and composition requirements approved at the October meeting. The charges were approved by the By Laws Committee with minor revision and forwarded to Faculty Senate as an information item for the October meeting. Faculty Senate will vote on approval of the proposed charges and committee composition requirements at the November meeting.

Agenda Item 2: Discussion of possible projects and/or tasks for the committee

The chair asked for suggestions of possible tasks or projects that the committee could pursue for the remainder of the fall and in the spring semester.

Michelle Husbands commented that questions on a State Board of Nursing quiz are in a different format that our students are familiar with. The question was raised if it would be possible if the Distance Education Department could look at this and perhaps help design something that could familiarize students with this type of testing. The chair indicated that this could be brought up with the Dean of Distance Education at our next meeting along with the issue of the need for more training for faculty.

The chair suggested that the committee look into the existence of any policy or procedure concerning the use of copyrighted film in instruction (on-campus and online). If no such policy exits, the committee will explore the possibility of creating one along with guidelines for faculty. Committee members agreed to research the issue relative to GBC and NSHE policy, legal requirements, and policies at other institutions.

Roger Long suggested that the committee explore the possibility of having dual computer monitors set up in classrooms. The ability to show lecture notes on one screen and the slideshow on the other would be of great benefit to instructors when using PowerPoint and other types of presentations. The chair indicated that he would check into this and find out where such request should be sent.

Committee members also brought up the need for additional training in the spring semester. Members would like to see another What's New in WebCampus type training session. Madison Arbillaga also stated that she would like to present a training session on how to avoid burnout as an online instructor. The chair indicated that he would forward these requests to the Dean of Distance Education.

Agenda Item 3: Website Update

The chair discussed the need to provide a summary of the committee's duties on the website. He indicated that once the charges are approved, he will post a summary of those charges on the website.

The chair asked for a motion to adjourn the meeting. Eric Walsh moved to adjourn, and Josh Webster seconded the motion.

The meeting adjourned at approximately 3:35 p.m.