

INFORMATION TECHNOLOGY DIVISION MEETING
November 4, 2008
Room 407B
Meeting Minutes

Those in attendance:

Tom Ashby	Mary Grace Berkowitz	TC Coleman	Kathy Cupp
Gary Dominguez	Heather Erwin	Tim Green	Doug Gregory
John Helton	Haifeng Ji	Sara Mathew	George Maxwell
Anita Philipp	Mike Reeves	Akram Taghavi-Burris	
Mary Williams			

Those absent:

Al Heitkamper - Excused

Dr. Jordan made a brief appearance to discuss “Spotlight on Faculty,” a program that is aimed at helping faculty members get to know one another better. She also presented the winning prize to Professor Mathew for being the first with the correct answer.

Dean Ashby announced that the position of Division Assistant was open and would be advertised.

Dean Ashby stated that the new computers for the classrooms were in and would likely be installed over Christmas break. Also available are new computers for faculty offices. He reminded those faculty members who did not receive new computers last year to get in touch with him about swapping out their old computers. He also informed them that the new computers came with widescreen monitors but they had not yet gotten the second monitor to accompany it.

Dean Ashby talked about the SII’s being later than usual, due to an issue with the printer, but faculty will still be doing them.

Dean Ashby said the Shelter-in-Place drill is still scheduled sometime this fall.

Dean Ashby discussed the Division Holiday Luncheon, scheduled for the next Division Meeting on Tuesday, December 2nd, and said TC and Heather would be in charge of organizing the event. Agreements came to using a sign-up sheet with a list of categories and having everyone bring something on the list.

Dean Ashby mentioned the College Holiday Reception, scheduled for Thursday, December 11th. He recommended everyone attend if they can.

Dean Ashby reminded everyone that we are still contacting 5 Advisees per month.

Dean Ashby asked anyone who is still having issues with the Print Shop to send him an email and describe the problem. Dr. Aquino is getting involved and helping to address these issues.

- o Committee Reports

Dean Ashby reported that the Information Technology Academic Advisory Committee did not meet last week but he said that he did know that Academic Affairs is looking to go back to a three or four year cycle on technology.

Professor Cupp reported that the Academic Outcomes Assessment Committee met and the Math and Science department presented their Outcome Assessments report.

Professor Gregory reported that the General Education Committee met twice this month. The last meeting was their final working session to establish the outcomes, components, and sample exercises to be finalized at the next meeting. That will be presented to the faculty sometime this spring. He reported that the Advisee Sub-Committee for Achieving the Dream had met twice and they dealt with a lot of material. He said they discussed clarifying the work-load, dealing with things like override slips, where general advisement and faculty advisement can become more streamlined, and the early alert system and how to track students electronically with a new pilot program.

Professor Helton reported that the College Benefits Committee had just met for the first time and they elected a Chair and focused mainly on reviewing health insurance.

Professor Ji reported that in the Faculty Development Committee Dr. Jordan encouraged everyone to present and attend more WOW sessions. Some of the Committee members suggested that attending WOW Sessions should be linked to merit in hopes of increasing attendance. Dr. Jordan also encouraged everyone to submit articles to the online journal. There was also a discussion about changing the SII and Dr. Greg Gardner thinks the SII should not be tied to performance evaluation.

Professor Ji also reported that the General Ed. Assessment Team had decided that the Outcome Statement for the Science Gen. Ed. would be “The Student will demonstrate critical thinking by using scientific methodology.” They also established some General Education outcomes.

Professor Philipp reported that Online Success Task Force had held focus groups last week and the others were currently taking place. They were otherwise still in the information gathering stage.

Professor Taghavi-Burris reported that the General Ed. Assessment Team of Public Speaking had combined two similar separate outcomes to make one. They have all their assets and sample assignments together and they are now waiting for the Gen. Ed. committee to look at the sample assignments they have sent in for review.

Dean Ashby reminded everyone of the following deadlines and upcoming events:

November 7 – Last day to withdraw

December 2 – Division Lunch

December 4 – Dedication of the Bruce Owen Theater

December 11 - College Holiday Reception

December 16 – Last day of Fall semester

February 28 – tentative dedication of Visual and Performing Arts Center

Professor Williams then announced that she had attended a meeting for online faculty to meet with Angel Representatives. Some of the issues she discussed were:

- Needing the ability to have lab assistants entered into the Angel courses with a role like a course mentor so they can preview assignments and help students.
 - The possibility of having a faculty driven discussion session for online faculty was raised to discuss what works for them and what doesn't work for them regarding Angel and to possibly get the option of entering lab assistants.
- When using one password for multiple assessments, if the password is entered by one individual for one single assessment, it unlocks every assessment with that password.
 - Angel Representative said that was a bug and should be easily fixed.
- If students enter passwords to take a test and then the test is aborted in the middle, the test does not prompt for a password when the student returns to finish. There should be a 90 minute time cycle but Angel is saying the password has already been entered over 2 days later.
- When closing drop boxes so that nothing more may be submitted, the drop box shuts down completely and students may not get back in to see what they had submitted. Drop boxes need Interaction tabs like those on Assessments so things can be consistent.
- Announcements scroll mail off the screen.
 - Bill Hill said he understood it was the Pilot Group who decided mail would go beneath the announcements but Professor Williams said she told him that was not their recommendation. There is a possibility it will be changed.

Professor Philipp said she would be willing to Chair a one-time Faculty Discussion Board if one was formed to deal with these Angel issues. It would be a single session discussion during which faculty would try to work together to find a way to resolve issues like those listed above.

The meeting adjourned.