



## **Technology Committee**

### *Minutes*

The Technology Committee met on February 3, 2006 at the Central Campus. Lunch was provided. Members present: Louis Mays, Dennis Griffith, Shirley Cornwell, Josh Montgomery, Annie Rankin, Julia Basham, Jeff Montgomery, John Tallieu, Kristi Hall, Karen Davis, Nicole Roades, Virginia Ferguson, Nancy Wolford, Cathy LaParl and Sharon Purvis.

Minutes of last meeting were taken by Kristi and given to Sherry. No review of them.

#### **Web Development Team:**

Annie Rankin made a presentation on behalf of the Web Development Team. They had their first meeting to establish a method of getting updates to the web site. There are certain people responsible for certain areas of the web site. However, there are other areas where changes have been made, but they are not updated on the web. The web should always be updated with correct information. The lack of updates on the web is from many areas, but primarily in academics, curriculum, course descriptions and new approved courses. What needs to be done is an evaluation and determination as to who exactly is responsible for the updates or to establish improved lines of communication and procedures to include the web site updates. Faculty web sites need to be updated, perhaps by faculty secretaries.

After the presentation, Josh indicated that Luann Edwards will be taking over the LRC web site and will become a part of this team.

#### **Distance Education Sub-Committee Report:**

Virginia Ferguson made a presentation. She passed out recommendations regarding standardizing the online course login portal as well as recommendations for online registration for all classes. They are recommending a limit on the deadline to register for classes online.

Dennis asked the group to review supplemental classes to WebCT. Sharon indicated there is no way to flag a WebCT supplemental course. Faculty need to determine this policy and how Dennis is notified of these supplemental courses. The Policy Committee will address this issue and will begin to draft a policy on WebCT supplemental courses. This policy will include not only procedures, but in-service for faculty using WebCT as a supplemental. Another issue needed in the policy should be that faculty can't substitute

the on-campus class with WebCT. A supplemental WebCT class should only be used by faculty as a supplement or communication tool only.

Dennis needs a clearer process to determine who is taken off the wait-list for WebCT courses. Sharon said that everyone on the wait-list will be moved over to the roster by the Friday before classes begin. Virginia indicated there are rare exceptions. Dennis wants the faculty to clearly define this issue with wait-listing. The faculty must contact Sharon to add these students, and then she'll pass that update on to Dennis. Faculty must tell Sharon who on their wait-list they want added to the roster. All of this should be included in the next adjunct handbook authored by Carol Callahan.

Dennis also discussed the integration of our databases to streamline our process. This involves the AS/400, WebCT server, and other servers.

#### **Policy Committee:**

Kristi Hall reported that they are working on a standardized portal for students. They will also be dealing with issues involving WebCT (see above).

#### **Technology Planning & Implementation Committee:**

Dennis passed out a final handout of his budget recommendations for next fiscal year. The committee reviewed the attached handout.

#### **Other reports:**

Louis Mays announced the formation of a new team that will be assessing new student computer literacy skills and how this assessment can be incorporated in our placement test. The first meeting of this team will take place later today at 2:00 p.m.

Josh Montgomery asked that the agenda for our next meeting should cover the topic of non-credit or continuing education students.

Reported by Louis Mays.