Meeting was called to order at 12:50 pm

In attendance:
- E. Borkowski, K. George, A. Morris, F. Orellana, A. Meyghani ‘13

Absent:
- J. Anderson, T. McFadden, M. Parlett-Sweeney, A. Ramasubramanian, J. Dulmaa ’13, T. Finn ’12

1. Review and approval of Minutes from 10/28/2011

2. Update on Meeting with P&P
   Ellen provided a summary of her presentation to Senior Staff and P&P on network infrastructure upgrade projects. Overall, there was a very good exchange and discussions around the pro’s and con’s and what could be addressed. Funding was also discussed. Some “homework” was given to the Liaison Committee to help better understand what the future network infrastructure should enable faculty to do. The Liaison Committee was asked to develop a survey for faculty to ask them about faculty needs/desires or obstacles they see in their teaching and learning activities. The results should help ITS and the College understand how robust a network is needed for today and the future.

3. Development of survey to assess academic needs with respect to the network.
   The group began to brainstorm on what types of questions would need to be on a survey.

Some ideas discussed are listed below as a starting point:
- What are you currently limited by?
- What do you use the network for?
- Ask about speed – for example showing a YouTube video and it should not buffer
- What do you want to do?
- Do you use iTunes U?
- It was noted that the use of visual materials in the classroom is needs to be reliable.
- It was noted that you can’t use YouTube in the dorms
- Is there reliable delivery of clips being shown in the classroom?
- Ellen asked if you had the ability to record video in class (lecture capture concept), would faculty use it? General feedback was if is not extra work, they would use it.
• What new network tools (or functionality or capability) would you like to see?
• What tools do you think your students might need?
• The site Openstudy.com was discussed as an example of how online collaboration is happening.
• How much do you think you are using the network?
• How much is network capability is important in your classroom?
• Do you need more capability?

The group discussed another possible format instead of questions since the group wasn’t sure we could come up with questions that would help us really understand faculty needs. It was suggested that we develop a scenario or several scenarios that they would read through and then ask some questions about what they want to do in their classroom.

There was some discussion around where content is stored. Students are storing files in the cloud. Simulations are available online and on DVDs. Through the Open Educational Resources movement, content is becoming available online. How does all of this affect what is done at Union?

This discussion/brainstorming will continue in the next meeting as we work to finalize what will be in a survey. The timeline discussed was to have something ready to give to faculty in the middle of winter term.

The meeting was adjourned at 1:50 pm

Reminder: LCACT website:  http://minerva.union.edu/accsc