Meeting was called to order at 12:55 p.m.

In attendance:

Absent:
- F. Maloy, K. George

1. Review and approval of Minutes from 11/04/2013

2. Motion regarding Google Apps for Education Memo
   a. The committee reviewed and discussed a draft of the proposed motion for a possible LCACT vote. The rationale behind the recommendation that FEC should appoint a study group of only Union College faculty stems from the fact that the FEC can't appoint groups that aren't faculty.

   Resolved that the LCACT recommends to the FEC that the FEC appoint a study group of Union College faculty users of Google Apps to 1) examine the four concerns listed in the letter dated 1 October 2013 sent to the FEC and signed by forty-three faculty members (as of 11/4/2013) and 2) re-evaluate the commercial agreement between Union College and Google with an eye toward offering policies to address those four concerns as completely as possible.

   b. After the committee’s discussion of the proposed motion, the following changes were requested before a vote could take place. Steve Sargent agreed to draft another version of the motion for consideration by the committee.

      i. The four concerns listed in the original letter should be included in the motion.

      ii. Specify in the motion that this committee understands that the first and third points are outside of the committee’s purview.

3. Feedback on survey regarding www.union.edu
   a. ITS is working with the Office of Communications & Marketing on their process of gathering feedback about current satisfaction with the “external-facing” Union College website. The committee was asked about whether a survey was the best mechanism for gathering feedback from faculty. There was some discussion around who actually uses the content management system on union.edu. It is often the administrative assistants
who handle updating content for department webpages and some faculty manage their
own websites directly. The committee suggested not creating a survey, but to talk with
department chairs directly.

b. The committee inquired whether there would be any impact on speed of the site if the
CMS platform were to change. The committee stressed that ITS/Communications needs
to ensure any new CMS system won't have a negative impact on the speed of how fast
<union.edu> pages load/respond.

4. Feedback on online training/support needs

a. ITS is looking to add to its support portfolio a yearly subscription to an on-demand video
service called Lynda.com. Lynda.com provides easy-to-follow video tutorials on a wide
range of software products. This service would be available to all faculty, staff, and
students at Union College. Feedback was requested from the committee in regards to
adding this type of service.

b. Committee members supported this idea and liked the fact that students also had access.
Currently, technical training is not available to students. With this new service, faculty
can direct students to watch Lynda.com tutorials with a link from their Nexus course
websites, as a supplement to course materials. LCACT members advised advertising the
Lynda.com service on the faculty forum.

5. Feedback on Faculty Development Institute

a. ITS is developing a summer Faculty Development Institute (FDI), aimed at meeting
faculty where they are in terms of technology use and enabling them to learn technologies
new to them that will help improve a part or all of a course they are teaching. After
further discussions with faculty, it was determined that many faculty aren’t physically
here in the summer and as a result, the original plan to offer a week long face-to-face
format won’t work. ITS is looking for feedback from the LCACT about when to hold the
FDI, as well as the best format (face-to-face, remote, hybrid, every day/spread out?).

b. The LCACT agreed that getting ten faculty to participate in a week long FDI over the
summer would be challenging. A suggestion was made to have a one (maybe two) day,
face-to-face workshop after the term ends in the spring, combined with a few remote
sessions over the summer, and then another one day, face-to-face workshop right before
fall startup. It was also mentioned that advertising the FDI to tenured faculty who are on
sabbatical might be a good idea (as they may have more of an ability to participate).

6. New Business

a. Two Wacom tablets were purchased for faculty to use for the Panopto “lecture capture”
pilot, as well as for general faculty use. The Wacom Cintiq 22” HD Touch Pen Display
will reside in the FCRC in the Library. The smaller, more portable, 8.5 x 5.3" Wacom Intuos Creative Pen & Touch Tablet (Medium) is available for checkout with the Learning Environments group.

The meeting was adjourned at 1:45 p.m.

Reminder: LC ACT website:
https://its.union.edu/about-cio/committee-academic-computing-and-technology