**Educational Technology Resources and Policy Committee**

**Meeting of 2009 April 10**

**Minutes**

**Present:** Mike Burgmeier (Secretary, Library), Dave Donovan (Physics), Keith Ellis (Art & Design), Felicia Flack (ADIT), Mark Flaherty (Chair, Music), Matt Smock (Instructional Design, Technology, and Media), Chris Lewis (Academic Computing)

Motion to approve the minutes of March 27, 2009: Donovan/Flack. Minutes approved.

**Chair Report**:

Flaherty has filed the ETRPC Annual Report with the Academic Senate.

The TLC Student Awards will be presented at the Celebration of Student Research on Thursday, April 16. Flaherty will send out an email with the time and location of the presentation and asked committee members to attend if they have the time.

**Academic Computing Report**:

Academic Computing is piloting a new method for creating podcasts of course lectures. The new equipment and software allows podcasts to be played directly from a web site or a variety of media player applications including iTunes. Test equipment has been installed in a couple classrooms during this pilot project. The podcasting software is able to link to PowerPoint and other files types, and works across any computing platform.

**Instructional Design, Technology, and Media Report**:

Instructional technologist Tom Gillespie offered 2 sessions of an advanced WebCT workshop this past week.

Smock indicated that an informational email was recently sent to faculty about the new Course Technology Innovation Project. Applications will be accepted from the April 13through April 29. Details will be available when the application period opens on April 13. Please spread the word and encourage interested colleagues to apply.

There will be an opening in the Center for Instructional Technology in Education (CITE) for a student instructional technology support staff position this summer and continuing in the fall. Please refer students to the JobSearch web site for additional details and an online application form. http://webb.nmu.edu/CareerServices/SiteSections/Students/PartTimeOnCampus.shtml

**Unfinished Business**

**Faculty Laptop Distribution Proposal**

Donovan indicated that he didn’t receive any additional input concerning problems encountered during laptop distribution. Flaherty mentioned that Music Department colleagues reported a number of common difficulties such as saving Outlook files. Flaherty will send a request to the ETRPC email list in an attempt to gather more input. If needed, we can solicit additional input from faculty in the fall. Burgmeier will check on the administration’s concern over copyright and software issues so these can be addressed in the proposal. We will resume discussion of the proposal in the fall.

**Green Computing**

Flaherty passed out a final list of strategies for “Green Computing at NMU.” It was suggested we post the list to the Faculty Technology Resources web page (www.acs.nmu.edu/0.4.php). Burgmeier will contact Academic Computing to arrange posting.

**TLC Awards: Online Samples**

There was general agreement that we should post past TLC Award applications in order to encourage and give guidance to potential applicants. Burgmeier will post this past year’s faculty and student applications to the ETRPC web site.

**New Business**

**Nominations for 2009/2010 ETRPC Officers**

Donovan nominated Kirk for position of Chair (Kirk absent)

Ellis nominated himself for position of Chair

Donovan nominated Burgmeier for the position of Secretary (Burgmeier accepted)

Elections will be held at the April 24 meeting.

**Good of the Order**

None

Meeting adjourned 11:59 a.m.

Respectfully submitted,

Mike Burgmeier,

Secretary, ETRPC