**Educational Technology Resources and**

**Policy Committee Meeting**

**September 26, 2008**

**Minutes**

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

**Approval of Minutes**

Motion to approve the minutes of September 12: Donovan/Rebers. Minutes approved.

**Report from the Chair**

Nothing to report.

**Report from Academic Computing (Chris Lewis)**

Nothing to report.

**Report from Instructional Design, Technology, and Media (Matt Smock)**

Smock indicated there still seems to be some problems with the LockDown Browser, but it appears these are instances where students have not run the update available from Academic Computing. As a best practice recommendation, Smock suggested having students take a short online quiz before administering an exam so students can work out bugs before a critical test.

The search committee has begun reviewing applications for Saville’s position.

**Unfinished Business**

**TLC Award Descriptions and Application Forms**

Flaherty has revised the faculty and student TLC application forms, trying to reduce redundancy. It was recommended that we make fill-able forms available online. Burgmeier volunteered to create fill-able pdf forms.

Rebers suggested we provide links to past examples of applications to provide guidance on submissions and to promote what people are doing with technology among the NMU community. We could post a list of the award winners on a yearly basis and select key applications to serve as exemplary applications. The exemplary models could be sent out with the announcement seeking applications for the award.

**New Business**

**Adobe Acrobat Connect Demonstration** **(Smock)**

Smock had everyone login to a demo of the meeting software *Connect* from Adobe. He proceeded to demonstrate the key features and point out appropriate applications of the software. The software could be used to hold virtual office hours, for collaborating with colleagues, and various teaching occasions. It incorporates both audio and video and can be linked to from Webct. Everyone had a good time playing with the controls and seizing the opportunity to be in charge. Due to time constraints Smock did not get a chance to go over many features of the software but he will demonstrate it at a future meeting if there is interest.

**MyNMU Proposed Changes** **(Flack)**

ADIT has developed a new channel in my.nmu.edu called Web for Faculty. This new channel, pulls together in one place a variety of the most used faculty resources. She indicated that additional links could be added and a few suggestions were offered by committee members. The Academic Services channel will be deleted once this channel is finalized. The committee was pleased with this enhancement and expressed their appreciation to the folks in ADIT.

**Green Computing**

Tabled.

**Good of the Order**

Nothing to report.

Meeting adjourned 12:05 p.m.

Respectfully submitted,

Mike Burgmeier, Secretary