**To :** Academic Senate, Andy Poe - Chair

**From:** Keith Ellis, Chair ETRPC

**RE:** ETRPC Annual Report for the 2009-2010 Academic Year

**Date:** April 14, 2010

The Educational Technology Resources and Policy Committee (ETRPC) consists of representatives from each academic department, two student representatives, the Instructional Technologist, the Vice-President for Academic Affairs, and standing members representing: ACS (Academic Computing Services), IMS (Instructional Media Services), ADIT (Administration Information Technology), and Olson Library. The diverse membership of this committee enhances the exchange of information across the NMU campus, and ensures that the technology needs and concerns of all academic departments are addressed in a timely fashion.

ETRPC met every other Friday at 11:00am in West Science 2803 during the fall and winter semesters of the 2009-2010 academic year. Keith Ellis served as committee chair and Mike Burgmeier served as committee secretary.

There were two primary visible accomplishments of the committee:

1. TLC Faculty Awards (presented in December 2009) – the committee reviewed three applications and recommended that one award be presented.
2. TLC Student Awards (presented in April 2010) – the committee reviewed three applications and recommended that three awards be presented.

In addition to these two visible accomplishments, the committee devoted considerable time to a number of other issues:

* Over the course of several meetings, the committee developed a document for recommended usage of Social Networking in the Classroom, available on the ETRPC website.
* The committee reviewed several podcasting platforms, including Camtasia Relay as well as an in-house format developed by ACS. We tested and reported on the usage and ease of such programs and gave notes on which platform should be adopted. Alongside this development was a discussion to use iTunes U as a platform for university video. Some of the committee members submitted materials applied as a test run for this system.
* This committee discussed the possibility of a secure document server that would allow easy sharing of sensitive materials throughout the university.
* A portal site for software installation was discussed with ACS who were already working on researching new programs. Through research, it was discovered that it is not viable for our model at this time.
* As a continuation of the discussion on Faculty Laptop Changeover, which occurs every two years, the committee drafted a document that was sent as a suggestion to TLC about the availablity of a week “grace period” for faculty to migrate their materials from their old laptops to their current ones.
* After several outages from university-wide, planned and unplanned, the committee drafted some suggestions on how to inform the faculty and staff in a more efficient manner.
* This year had a low application rate for the TLC awards, both Faculty and Staff. The committee has begun to review the goals and procedures of these awards and will continue to revise this information for next years awards. This will include a name change for the award if that is feasible with the other departments and committees involved in the awards.

As in previous years, the regular reports from the Academic Computing and Instructional Technology representatives proved to be quite informative. Topics presented in these reports led to in-depth discussions of WebCT issues, wireless connection problems, hardware concerns, course management systems (inlcuding the new Moodle), Help Desk issues, online testing difficulties, MacBook issues, new software applications, academic honesty issues, etc. For many regular attendees, these reports and discussions are the most valuable aspect of ETRPC membership.

The committee will elect a chairman and a secretary for the 2009-2010 academic year during the upcoming meeting on Friday, April 26, 2010

Respectfully submitted,

Keith C. Ellis

Chair of ETRPC (2009-2010)

Assistant Professor of Graphic Communication