**Minutes for Friday, April 17, 2015**

**Attendees:**

Hugo Eyzaguirre (ECON)

Dave Donovan (PHY)

Chris Wagner (HELP DESK)

Amy Barnsley (MATH)

Lanae Joubert (HHP)

Brandon Canfield (CHEM)

Bruce Sarjeant (AIS)

Jennifer Myers-Jezylo (BIO)

Mounia Ziat (PSY)

Eric Burdick (CLS)

David Gomillion (BUS)

Tom Isaacson (CAPS)

Chris Lewis (IT)

Felicia Flack (IT)

1. Hugo brought the meeting to order at 11:03.
2. The Minutes of April 3rd were approved. Move to approve by Dave Donovan, seconded by Tom Isaacson.
3. Reports and Announcements
   1. Chair: Bruce presented the Student TIA awards to the winners last Friday. Hugo reminded us to keep our eyes open for appropriate student projects and encourage them to apply for this award.
   2. IT/IS/HelpDesk. Chris: waiting on the official one year email extension. Soon to be a wider announcement for Lynda.com. We have 10 site licenses available until September (seven days at a time; you register for an account. You *can* purchase individual accounts for 30.00 a month): Tom Isaacson says this is a *great resource*. The HelpDesk is looking into remotely installing software (Ethernet connection preferred).
   3. Instructional Design and Technology. Email from Matt: "We are planning to delay the next significant EduCat upgrade (to Moodle version 2.8) until after summer semester. Moodle 2.8 offers some significant enhancements, but early adopters have also uncovered a few glitches, as I mentioned last time. We anticipate that those glitches will be resolved for Fall, but are not confident that they will be resolved for Summer.

We are tentatively planning to hold some informational sessions on coming and possible EduCat features during finals week. Highlights would include the Moodle 2.8 updated gradebook and the Vericite plagiarism tool that is currently being piloted by several faculty.

The CTL will again offer the Active Course Design Institute from May 6-8. Details coming next week.

Please let me (Matt) know if there is any other information you need from me." You can continue to create/edit courses in EduCat as they will be copied over into the newer version.

1. Unfinished Business
   1. Mailing lists (announcements, discussions, advertisement, etc.) Felicia reported that there is a group working on this issue. Bruce will look into other universities’ policies about faculty listservs/emails (he sent out an attachment on this). Discussion of emailings on campus and how best to manage the flood. Felicia said that an older AQIP proposal at one time was to create something like the Source at Colorado State <http://source.colostate.edu/>) as well as an employee suggestion box. It would be a matter of IT having the resources to set it up. There was a student announcement system set up by Maki. After much discussion we decided the best option is to use the delete key as needed.
   2. Math CS feedback. Should the ETRPC send out a survey on this issue [of emails]? No.
2. New Business

Leslie Larkin’s visit follow-up? We expect her to pass the info to the next Provost.

Want a new phone? Call 1995, but clear with Dept. Head first. Additional ports, too.

1. Good of the Order

Last meeting of the year. Amy will be secretary for 2015-16; Hugo is continuing as Chair. Only known personnel change is Paul Mann for Eric Burdick in CLS.

Adjourned around 11:45.

*Respectfully submitted,*

*Bruce Sarjeant*