



# Northland Community & Technical College

## Kick-off Student Technology and Technology Utilization Meeting Minutes

November 17, 2009 3:00 p.m.-4:00 p.m.

TRF Campus, Room 545

EGF Campus, Room 115

### MINUTES

#### Members Present:

<input checked="" type="checkbox"/> Stacey Hron	<input checked="" type="checkbox"/> Milt Kinzler	<input checked="" type="checkbox"/> Daniel Okstad
<input checked="" type="checkbox"/> Joanne Johnson	<input checked="" type="checkbox"/> Don Fischer	<input checked="" type="checkbox"/> Robert Hunter
<input checked="" type="checkbox"/> Jennifer Sundberg	<input checked="" type="checkbox"/> Trevor Ronholm	<input checked="" type="checkbox"/> Narissa Sperling
<input checked="" type="checkbox"/> Don Campbell	<input checked="" type="checkbox"/> Jessica Syverson	<input checked="" type="checkbox"/> Larry Froelich
<input checked="" type="checkbox"/> Dennis Paesler	<input checked="" type="checkbox"/> Krystol Wheeler	<input checked="" type="checkbox"/> Andrew Dahlen

Topic	Responsible Party	Discussion/Outcome
1. Opening Comments:	Stacey Hron	Welcome: PowerPoint presentation of the Student Technology Committee and the Technology Utilization Committee (attached PowerPoint)
2. Reviewed the FY 10 Action Plans	Committee Participation	<p><b>ACTION for Committee:</b> Please review the Action Plans and submit ideas/comments to Jennifer Sundberg or Joanne Johnson.</p> <p><b>ACTION DEADLINE:</b> Submit prior to or by <b>December 8<sup>th</sup></b> meeting; Final submission is at the end of December to the college.</p> <p><b>Ideas presented at the meeting:</b></p> <ul style="list-style-type: none"> <li>• The Student Netmail system; students expressed they would like to see improved functionality for students</li> <li>• Lan party</li> <li>• Establish a Work plan to improve satisfaction</li> <li>• Solicit emails for ideas for activities to improve satisfaction</li> <li>• Students don't know how to get on wireless, maybe have a "Bring your laptop to NCTC Standards" campaign to tell the students "Hey- we'll help you!"</li> <li>• It was brought up that some students in TRF don't realize they can get printers added, update, install office 2007 etc. At Student Standards how we can help you would be great.</li> </ul>

3. Priority Lists	Committee Participation	<b>Additional ideas to possibly add to the Priority List:</b> <ul style="list-style-type: none"> <li>Electrical outlets in the floor in EGF campus-Students expressed there are not enough outlets to connect laptops in the cafeteria in EGF. They would like to have this discussed with facilities to possibly add electrical outlets.</li> <li>Student Netmail – Students expressed it would be nice to look at a system for students make the email more functional and more user friendly. <ul style="list-style-type: none"> <li>How much would a new system cost for Netmail?</li> </ul> </li> </ul>
4. Questions and Comments following Presentation	Stacey Hron	<b>Comments:</b> <ul style="list-style-type: none"> <li><b>Managed Printing:</b> \$12 allocated from Student tech fees, a student question of, can we provide more pages free to the student? <ul style="list-style-type: none"> <li>Duplexing doesn't save money to student in terms of pages printed</li> </ul> </li> <li>Could there be additional communication to instructors to have them accept the Drop Box in D2L? Or ask instructors to utilize the notes option so students don't have to print all the slides of a PowerPoint? <ul style="list-style-type: none"> <li><b>ACTION:</b> look at a campaign for minimal printing/green efforts and keeping the cost down for students.</li> </ul> </li> </ul>
5. Key Project Areas	Stacey Hron	<b>(PowerPoint presentation)</b> 8 key project areas Some highlights from the presentation (attached) <ul style="list-style-type: none"> <li>Digital Signage-Northland is looking at implementing a new digital signage display for more effective and efficient student notification of important announcements and events. TVs would be on the TRF/EGF and Airport campus. <ul style="list-style-type: none"> <li>MARCO - researched for new Digital signage, Approximately \$25K</li> <li>Student expressed interest in where TVs would be located.</li> <li><b>ACTION:</b> Email maps and post on the WEB for where TVs are to be located.</li> </ul> </li> </ul>
6. How to access Minutes and documents		Minutes will be emailed and posted in Virtual Office, as well as all the documents reviewed at the meeting.
7. Next Meeting Date		<b>UPCOMING Meetings:</b> <ul style="list-style-type: none"> <li>2nd Tuesday December 8th at 3 .pm</li> <li>3rd Tuesday of the month at 3 p.m.</li> <li><b>ACTION:</b> Jennifer will schedule meetings</li> </ul>
8. Adjourn		