



Technology Committee

January 23, 2004

2:30 p.m.

#301

Attendees: Kelli H., Milt K., Al G., Don C., Becky P., Beth M., Rob J., Scott F., Sue D., Dawn B., Andrea F., Joanna S., Steve A., Diane R.

Topic	Responsible Party	Discussion/Outcome
1. Call to order	Steve	2:45 pm
2. Review Minutes of last meeting	Steve	Approved
3. Implementation of Desire2Learn	Steve	At the ITV meeting on January 13 th , reps from each campus, including faculty trainers and a site administrator, planned D2L implementation. Beth M. and Mary H. are our trainers on campus and Karlene D. is the campus site administrator. Training sessions were roughly mapped out: entry and advanced levels.
4. Services for on-line instruction	Steve	A half-time instructional design support is on the organizational chart. This position has been changed to full-time support. Regional meeting on on-line instruction, President Peeders ran the meeting. Gary Langer, MN On-Line MnSCU Academic Programming, presented. July 1st is the scheduled launch of D2L. They are committing resources: will provide tech support 24/7, tutoring services and library services. We will be given the particulars by April 1st. MN online is wanting to build a public on-line university. Could have our own AA degree – have to allow for local tailoring. There would be a \$5.00 per credit start-up fee for this, then it would decrease after a few years. One million dollars will be available from grants for curriculum development.
5. Development of new on-line courses	Steve	Kent has put out a request for anyone interested in developing Gen Ed courses. Kent has gotten a lot of feed-back on this. The understanding is that if the college pays for the development of the course – the college would own it. Incentive for faculty to take the training? Kent is in support of that and is looking into it. We want to entice people to teach on-line.
6. New College website and hosting	Joanna	The site was handed over to Karleen Delorme and Joanna Sheridan in the fall. It was basically a cover page of a book with all the pages left blank. The site is to be viewed internally first by NCTC faculty & staff so that they can give feedback/comments/suggestions to Karleen & Joanna. All updates will be done locally by them.

		Plans for the website: <ul style="list-style-type: none"> ▪ Academic ▪ Placement ▪ Athletics ▪ Forms ▪ Policies & Procedures ▪ Custom Training ▪ NCTC Intranet – set up to display internal information
7. Framework of the Technology Plan	Steve	What are our next steps in getting a plan set up? The Faculty Technology survey can serve as data for putting the plan together and specifically for the sub-committees. Each committee will define the area of strengths and weaknesses. This will help to determine needs. It can provide equipment needs, computer, resource needs, professional development. All agreed that it sounded like a good starting point. It was felt that the TRF minutes were sent as an awareness item. A college technology committee has not been established at this time. We need to get our own set up first.
8. Work of the Subcommittees?		S.W.O.T. (Strengths, Weaknesses, Opportunities & Threats) analysis is a good place to start. Support services cannot be done at a distance. What about survey data. What about overall goals – each group set their own? It was suggested that we pull in people outside of committee to help with planning. A draft of the student technology survey will be printed out. Andrea F. will bring this draft to the Student Senate Meeting on Tuesday, January 27th. They will discuss how they would like to distribute and administer the survey. The following sub-committee members will lead each committee: <ul style="list-style-type: none"> ▪ Professional Development: Becky Pung ▪ Infrastructure: Sue Dalager ▪ Resource Needs & Allocation: Milt Kinzler ▪ Web Based Learning: Beth McMahon Each committee will be using the strategic planning template.
9. Other Items		
10. Adjournment		3:50 pm

Next Meeting: Third Friday of the month February 20th, 1:00

Meeting Schedule: Technology Committee- once a month.

Sub Committee's every two weeks or as needed.