

## Educational Technology Committee Meeting Minutes

Time: 9:30 a.m., April 30, 2009

Location: T-Com 3 Meeting Room, UCC

Attendees:

Brian Horvitz
Kirk Sundling
Bradley Morgan
John Stanford
Craig Kaml
James Gilchrist
Pamela Rups

Minutes:

James Gilchrist and Craig Kaml delivered the charge to the committee. (The committee's charge is included as an appendice to this document.

James Gilchrist discussed the challenges of Blackboard WebCT Vista from a financial and technical view. Discussion was held on media integration issues, Second Life, and the FERPA complications of "cloud computing". Dr. Gilchrist offered his services in obtaining Gartner reports on issues being studied by the committee.

Kirk Sundling proposed a survey on faculty use of technology. Discussion ensued regarding the use of surveys and/or focus groups. Brian Horvitz recommended beginning the survey with a small group and open ended questions. The final survey would be less open ended and sent to all of the faculty. Brian also proposed the use of both surveys and focus groups to determine technology uses.

The Committee discussed tools it would use for collaboration. The final consensus is to use Blackboard WebCT Vista for discussions, file hosting, etc. Brad Morgan will place several reports on instructional technology in Blackboard WebCT Vista. Brad will also provide links to faculty surveys from various universities in Blackboard WebCT Vista.

The committee will meet after May 15<sup>th</sup> to work on formulating a WMU survey of technology use by faculty. The survey will be delivered in Fall 2009.

<b><i>Action</i></b>	<b><i>Person Responsible</i></b>
<b><i>Create a course in Blackboard WebCT/Vista for collaboration</i></b>	Pamela Rups
<b><i>Provide access to the <u>Horizon Report and Ecar Study of Undergraduate Students and Information Technology, 2008</u></i></b>	Bradley Morgan
<b><i>Provide faculty surveys from other universities in preparation for creating a survey of WMU faculty</i></b>	Bradley Morgan

# Appendices

## **COMMITTEE CHARGE:**

*To research and recommend current and emerging instructional technologies for adoption at Western Michigan University. The committee will conduct assessments to determine technologies currently in use by faculty and determine appropriate forms of support based on the findings. The committee will also evaluate current maturity of various instructional technologies and make recommendations for transitioning from older, unsupported technologies to technologies currently supported by Western Michigan University.*

## **GOAL:**

*The committee goal is to provide support for effective, quality teaching and learning through the appropriate use of instructional technology*

## **TASKS:**

1. Provide recommendations to the Chief Information Officer and the Vice Provost for Extended University Programs on emerging and current instructional technologies, recommended support levels, technology maturity, and retirement of technologies that can no longer be supported in our current infrastructure/support models.
2. Survey faculty on technologies that are currently in use. Determine appropriate support levels for those technologies. Investigate future faculty needs.
3. Provide the OIT Help Desk with information on instructional technologies currently supported by Western Michigan University.
4. Collaborate with Faculty Development on dissemination of information regarding supported technologies.
5. Support faculty in the use of technology. Develop supporting materials on appropriate use and how the technology is supported at Western Michigan University
6. Create and document plans for transitioning from older to newer technology.
7. Confer on a frequent basis with Academic and Information Technology Council (AITC) of the Faculty Senate

## **Educational Technology Committee**

**Membership:**

Bradley Morgan Co-Chair/Convener (OIT)

Brian Carnell, Co-Chair (ATIS)

Pamela Rups (Faculty Resource Center, OIT)

John Stanford (ATSP, College of Health and Human Services)

Brian Horvitz (Faculty, College of Education)