**COE Technology Committee Minutes**  
**Monday – October, 2011**  
**3:30 p.m. – SEC 137**

<table>
<thead>
<tr>
<th>Present:</th>
<th>Absent:</th>
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<tr>
<td>Maxine Davis, IRTS</td>
<td>Steve Moon, ITS—Administration</td>
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<td>Fabio Fontana, HPELS</td>
<td>Vickie Robinson, ELPSE</td>
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<td>Mindy Noble, IRTS</td>
<td>Seth Vickers, Regents’ Center, Graduate Student (C &amp; I)</td>
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<td>Brandi Delveau, Undergraduate Student (Elementary Ed)</td>
<td>Michael Fanelli, Ed Psych</td>
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<td>Josh Hanna, PLS</td>
<td>Rodd Grady, IRTS</td>
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<td>Neil Clopton, IRTS</td>
<td>Mary Herring, Associate Dean</td>
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<td>Robin Galloway, C &amp; I</td>
<td>Alexandra Krekel, Undergraduate Student (Elementary Ed)</td>
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<td>Amy Staples, Special Education</td>
<td>Daniel Mourlam – TQP Tech Specialist</td>
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<tr>
<td>Josh Mitchell – Graduate Student (Instructional Tech)</td>
<td>Linda Rosulek, OSFE</td>
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1. **Introduction of new members/updates**

   Josh Hanna, Josh Mitchell & Mindy Noble

   Josh Mitchell touched on a few notes from a meeting he attended.
   - Computer lab is working on a new printer for paper saving
   - November 29th the old email will be shut down and everyone will be converted to Gmail
   - Working on Linda.com for licensing
   - College of Business launched new website

   Future meetings will be held on the first Monday of the month at 3:30. Room 137 is confirmed for November 7 and December 5.

2. **Room 137 needs/2012 spending plan**

   Discussed Room 137 – how much the room is used and what equipment would need to be implemented to make it more useful.

   Rodd is working with Todd from ITS to get Creston to work with Promethean Board.

   Touched on the standardization of rooms for ease of use.

   Max asked if we would want to purchase more Promethean Boards with the remainder of the funds or how will we want to spend the money.

   Fabio asked who would be paying for new Promethean boards and Max responded by stating there have been no plans to buy new boards.

   Marilyn Drury contacted Max about Promethean training. Mary Herring was going to contact Jodi Butler to see about free training.

   Robin suggested Faculty go online and go through Phase 1 for training of the Promethean board vs. someone showing them how to do it as there would be more for them to learn via Phase 1.
3. **PLS Update**

Josh Hanna spoke about what is happening and new equipment installed at PLS.

Robin inquired how research was being handled. Josh responded by informing us the kids fill out surveys.

Amy Staples inquired how the kids are using Mac books, I pads and other tools such as computers. Josh responded by informing the kids that have the Mac books & I pads also have access to computers.

Neil asked how the duties are split between Josh/Doug/Mike. Doug and Mike are strictly ITS. Josh works with the teachers.

4. **Other**

Mike Fanelli has asked for some training with SIS. Rachel Jones will come and train if/when we need her.

Neil advised that Google email could take a while to migrate depending on how many people are waiting to migrate and how many folders you have to migrate.

Neil also advised that Gmail was having some issues but those issues would be fixed soon.

Robin suggested we start using Google docs. If we start using it then other people on campus follow suit.

Max will be sending budget docs out to all.

Next meeting to Monday November 7 at 3:30 in SEC 137.

Respectfully submitted,

Mindy Noble