Faculty Committee on Educational Technology
Meeting Minutes: April 27, 2012

Officers: Brenton LeMesurier, Chair; Anthony Bishara, Secretary

Call to Order: The meeting was called to order at 3:15 PM in Robert Scott Small Room 353

Attendance: Members: Anthony Bishara, Bob Cape, Deanna Caveny, Morgan Koerner, Brenton LeMesurier, Tyler Mobley, Christine Moore, Tim Scheett, Y. Henry Xie
Guests: Andrew Bergstrom, John Schroeder, Garrett Mitchener

Agenda:
1. Approval of minutes from the previous meeting, February 21
2. Reports:
   a. Report from the CIO, Bob Cape.
   b. Report from the Provost's delegate, Deanna Caveny.
   c. Report from the committee chair, Brenton LeMesurier.
3. Old Business:
   a. Discussion of the year's activities and the annual report from the committee to the faculty
4. New Business:
   a. Discussion of topics and ideas to pass along to next year’s committee

Discussion of Agenda Items:
2a. **IT report – Bob Cape**
   - Phishing
     - IT is considering 2-factor authentication
     - No one has completed the phishing quiz and then fallen for a phishing attack
   - Equipment replacement
     - More equipment replacement is needed
     - IT proposed a budget of 5 million dollars
     - IT wants more FETC input on the IT budget in the future

2b. **Provost’s Office report – Deanna Caveny**
   - Online course evaluation completion dropped after its initial introduction in fall of 2010, but has risen again this past semester to 36%.
   - Completion rates appear to be helped by: 1) getting faculty to encourage students, and 2) in-class participation (e.g., through laptops).

2c. **Chair’s report – Brenton LeMesurier**
   - Results from surveying chairs and deans about computer testing center
     - not a broad interest, but a few departments with a large need
     - much interest in more training on the testing capabilities of OAKS

3a. **Old Business**
   - Upgrade to email (Exchange 2010) is coming soon. This upgrade may provide additional solutions/remedies for phishing and listserv abuse problems.
   - IT will be addressing bulk purchasing for software, starting with software that has
significant cost-savings potentials (MS, Adobe, etc.)

4a. **New Business: Discussion of topics and ideas to suggest to next year’s committee**
- The college has at least 3 calendar systems and they do not consistently communicate with one another
- Phishing and password security/changing/memorization
- Advising IT on budget
- Abuse of the faculty/staff listserv
- Ad hoc or subcommittee on software support
- More generally, FETC advising IT on unmet needs of faculty
- Technological issues associated with online course evaluation (e.g., laptops in classrooms)

**Decisions Made:**
- Minutes approved (for 2/21/12)

**Post-Meeting Action Items:**
- Brenton will assemble an annual report

**Meeting adjourned:** 4:15 PM

**Next Meeting:**
TBD by the 2012-2013 committee members