Faculty Committee on Educational Technology
Meeting Minutes: February 21, 2012

Officers: Brenton LeMesurier, Chair; Anthony Bishara, Secretary

Call to Order: The meeting was called to order at 1:40 PM in Robert Scott Small Room 353

Attendance: Members: Anthony Bishara, Bob Cape, Deanna Caveny, Morgan Koerner, Monica Lavin, Brenton LeMesurier, Tyler Mobley, Christine Moore, Tim Scheett
Guests: Deborah Mihal (Center for Disability Services), Amy Ostrom (TLT)

Agenda:
1. Approval of minutes from the previous meeting, January 24
2. Reports:
   a. Report from the committee chair, Brenton LeMesurier.
   b. Report from the CIO, Bob Cape.
   c. Report from the director of TLT, Monica Lavin.
3. Old Business:
   a. Discussion of Ed. Tech. issues related to proposals for greater involvement of the College with online courses, and on the related topic of creating a computer-based testing center on campus, of potential use in relation to online courses, added support for disabled students, and placement testing. It is proposed to survey deans and department chairs on their needs and wish-lists in this respect.
4. New Business:
   a. Briefing from Deborah Mihal, Director, Center for Disability Services, on accessibility issues.

Discussion of Agenda Items:
2a. Chair's Report - Brenton LeMesurier
   • Minor by-laws revisions have been sent to the speaker of the senate and the by-laws committee.
   • SGA has not approved a student representative
2b. IT report –Bob Cape’s
   • An email about phishing is about to be circulated to all college employees. The email communicates an Executive Vice Presidents’ (EVP) requirement, with the concurrence of the FETC, that all College employees complete a 10-minute online phishing quiz. Feedback about the memo and quiz is welcomed by Bob to make the quiz as effective as possible.
   • Our Exchange 2003 email system and its 9-year old server equipment will be replaced during summer 2012 with Exchange 2010, which has several benefits (e.g., much improved support for Macs)
   • Google docs is recommended for simple electronic forms that do not involve credit cards or payments. IT is writing its own e-forms framework to support user authentication or population of fields from institutional data bases; this development work is expected to be completed Fall, 2012.
2c. **TLT report - Monica Lavin**
   - OAKS will be upgraded to 9.4.1 on March 7
   - TLT and Academic Affairs will be hosting a round-table discussion about social networking on March 14, 10-11am, in the Alumni Center of the Ed. School
   - Proposed the idea of another scantron machine near the south end of campus with extended hours of support.
     - Discussed advantages and disadvantages
     - Asked for feedback from FETC members
     - No decision was made at this time

3a. **Proposal on survey related to a computer testing center**
   - The survey will be shared with deans and chairs.
   - Tim and Brenton will consider comments and finalize the survey so that it can be shared before our next meeting.

4a. **Briefing from Deborah Mihal on accessibility issues**
   - The campus needs more discussion of how to provide accessible course content (e.g., tags on images for course material for visually impaired students)
   - Links to accessibility information should be added to the FETC website
   - Cascade can help with assessing website accessibility; it has compliance testing built-in
   - D2L has gold-level status from the NFB; however, posted content (e.g., PDFs) may or may not be compliant

**Decisions Made:**
- Minutes approved (for 1/24/12)

**Post-Meeting Action Items:**
- **Tim** and **Brenton** will finalize the computer testing center survey
- **Tyler** and **Amy** will decide on and add specific accessibility links to the FETC website
- **Monica** will post a link to an accessibility webinar on the community forum

**Meeting adjourned:** 2:40 PM

**Next Meeting:**
April 27 at 3:15pm in Robert Scott Small Room 353