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| **LCC Technology Across the Curriculum (TAC)** | **04/08/2016****9:30-11:00 AM****TLC 127** |
| Attendees: Co-Chair Kevin Bubb, Margaret Elias, Co-Chair Bruce Farris, Tom Field, Dan Holt, Leslie Johnson, Joe Kursch, Jim LukeAbsent: Marcy Bauman, Linda Hamlin, Kateri Lehr, Joe Long, Homa Mujtaba, Paul Price, Ed Suniga, Paul Schwartz |
| **Meeting Notes** |
| **Agenda Review / New Agenda Items*** None
 | Standing Item |
| **Task Log Review*** See Task Log for updates
 | Kevin |
| **Technology Usability and Training*** Follow-up on items from last meeting:
	+ Dan Holt raised an issue that writing assistants and students are not able to view assignments together. Google Hangouts was suggested as a possible solution.
	+ Dan also asked why there is no ability within Google Apps to look up a student’s email address. John Hendzel joined the meeting and reported this feature was not turned on because faculty with gmail addresses don’t always check or forward their gmail emails. Discussion followed about educating faculty about this before turning the address book feature on.
	+ Jim Luke shared that the College is not effectively using the “forms” capabilities of Office 365. Kevin Bubb said he would talk with Ann Kroneman to find out if Organization Development could assist with developing some training. Joe Kursch said using Kaltura might be an effective way to provide this training.
	+ Jim also asked why the email link to the Board packet cannot be accessed from off campus. Kevin Bubb will contact Benita Duncan about this.
 | Standing Item |
| **Next Meeting*** May 6 – 9:30-11:00am
* Please send additional agenda items to Kevin Bubb and Bruce Farris.
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