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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 Luke  Absent: 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**   * General discussion around employees and students not being aware of available resources, instructions, guidelines, etc. Meg Elias liked the recent Star article regarding thumb drive encryption. It was agreed that we need to begin a focused campaign to get the word out to all. A lot of information already exists on the CTE and eLearning web sites and in the Five Star Service Center KnowledgeBase, but folks are not aware that it exists. Kevin Bubb suggested we begin with the small team of Leslie Johnson, Paul Schwartz, and Brenda Young to identify areas of concern and to coordinate the continued development and communication of these resources via videos, CTE workshops, and the faculty professional activity days to assist employees and students in making the most effective use of existing technology resources. Topics may include file storage guidelines, file encryption, email “reply all” default, etc. | Standing Item |
| **Next Meeting**   * May 6 – 9:30-11:00am, TLC 326 * Please send additional agenda items to Kevin Bubb and Bruce Farris. |  |