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| **LCC Technology Across the Curriculum (TAC)** | **4/19/2019****9:30-11:00 AM****TLC 127** |
| **Link to TAC Committee web page:** [TAC Committee](https://internal.lcc.edu/provost/senate/standing-committees/tac.aspx) |
| Attendees: Co-Chair Bruce Farris, Michelle Curtin, Tom Field, John Hendzel, Dan Holt, Megan Lin, Jim Luke, Paul Schwartz, John Szilagyi, Mike Tuell, Brenda YoungAbsent: Co-Chair Kevin Bubb, Bill Garlick ,Andy George, Jennifer Hilker, Mark Kelland, Kateri Lehr, Marc Smyth |
| **Meeting Notes** |
| **Agenda Review / New Agenda Items****Scantron (Megan Lin)*** Megan was told the Scantron will be moving to CTE. Her questions/concerns: 1. tech support, 2. What hours should it be available? (CTE is not open as late as evening classes go or on weekends)
* Brenda- Current policy is that faculty must stay when exams are scanned. CTE should consider extended hours toward the end of the semester. Student employees currently do not scan.
* Thoughts – get stats on when scantron open. Maybe tie into get the grades out push. Scanning may be available in department offices by end of fiscal year which will help. Megan will followup with Brenda and Katie.

**Email forwarding(Paul)*** HR has requested a blanket position prohibiting autoforwarding of lcc email to non-lcc email addresses by employees in the Acceptable Use Policy.
* Reason for request: FERPA/privacy concerns.
* Concerns:
	+ Jim Luke – there should be provision for employees dealing with administration getting lcc mail who want to keep a record.
	+ Should MAHE be involved?
	+ What about faculty who teach rarely – they are not going to check email daily and may miss critical emails. Should discuss with associate deans
	+ Should we consider training on using rules for selective forwarding.
	+ Paul will talk with ADs and MAHE before we go to policy

**Wifi deadspaces*** Basement of HHS (couldn’t do cahoot in interview)
* Tom says should be covered. Working on cell, give time. Covered with wifi.
* A&S

**Online learning at LCC and D2L (Dan)*** Chris Richards training – learning online at LCC – has been very helpful. Dan has noticed the students who complete it do much better in online and hybrid.
* Do we need a D2L training video for f2f training?
* Students normally get a congratulations email for completing online folder. Dan says some students not getting this email. Also, the course should be available for repeaters who have taken.

**Open Learning Lab (OLL) hosting (Jim)*** Purpose of open learning lab is threefold
	+ Scholarly commons for students and faculty. Showcasing and sharing work to world, projects, books, etc.
	+ Bringing more digital literacy to faculty, staff, etc.
	+ Sandbox without IT, college getting involved.
* eLearning has its help site on wordpress on the OLL. Kevin Megan Jim meet. College IT will work with eLearning to host the eLearning help site. College work and eLearning help on will then be on lcc.edu. Faculty student commons will continue to be hosted by reclaim.
* Jim is not sure if we want to do single sign on for OLL
* WEBx – for in house, online tutoring. Make faculty aware that it integrates with D2L and can use it for office hours, etc. can do cameras for lectures etc. CTE will look at introduction of WebX training.
 | Standing Item |
| **Task Log Review*** See Task Log report
 | Standing Item |
| **Information Security Audit Recommendation – Control of Device Admin Privileges*** Paul gave an overview of this, and indicated that volunteers would be needed to pilot having their admin privileges controlled.
 | Paul Schwartz |
| **Technology Usability and Training** | Standing Item |
| **Next Meeting*** October 18, 9:30-11:00am, TLC 127
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