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| **LCC Technology Across the Curriculum (TAC)** | **11/13/2020**  **9:30-11:00 AM**  **WebEx** |
| **Link to TAC Committee web page:** [TAC Committee](https://internal.lcc.edu/provost/senate/standing-committees/tac.aspx) | |
| Attendees: Co-Chair Kevin Bubb, Co-Chair Bruce Farris, Tom Field, Bill Garlick, John Hendzel, Jennifer Hilker, Dan Holt, Megan Lin, Jim Luke, Paul Schwartz, Marc Smyth, John Szilagyi, Mike Tuell, Brenda Young  Absent: Michelle Curtin, Andy George, Carrie Miller | |
| **Meeting Notes** | |
| **Agenda Review / New Agenda Items**   * Library laptop loaner program   + John S. reported it is going well. We still have some laptops that can be added to the program if needed. * Lecture Capture   + Going to the Board on Monday for approval to expand lecture capture classrooms on campus.   + Jim L. raised point that the college may need to have a policy discussion related to privacy and equity concerns associated with the use of lecture capture and video conferencing solutions.   + Dan H. pointed out that using a video conferencing solution invades the personal space of the student.   + Need to make students aware they can select a background so their location is not visible. However, there are issues with this.   + If the lecture capture is recorded there are retention issues.   + Need guidelines related to an option to turn off webcams during class.   + Kevin B. will share this discussion with Sally Welch.   + Megan L. will add this topic to the Strategic Plan Online Learning Committee’s agenda.   + May be a topic for discussion at Academic Senate. * Online Learning   + Students should be made aware during orientation of minimal computer and internet requirements to successfully take an online course.   + Perhaps provide an internet speed test link on college’s website.   + Discourage using a smart phone to take an online class. * VDI   + Dan H. shared that moving files in a VDI environment requires many steps. Requires use of a flash drive. Need a drag and drop capability.   + Tom F. will follow up with his team for a better solution. * Next Meeting   + December meeting is canceled due to end of semester activities and the holidays. Next meeting in January. | Standing Item |
| **Task Log Review**   * No outstanding items. | Standing Item |
| **Technology Usability and Training**   * See discussion items above. | Standing Item |
| **Next Meeting**   * January 15, 2021, 9:30-11:00am, WebEx |  |