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| **Technology Across the Curriculum Committee Minutes** | **12/09/2022**  **11:00am-12:00pm**  **WebEx** | |
| *Members Present*: Justin Barnaby, Annescia Dillard, Co-Chair Bruce Farris, Kellee Goff, John Hendzel, Dan Holt, Susan Jepsen, Megan Lin, Jim Luke, Robin McGuire, Chris Richards, Kathy Robinson, Paul Schwartz, Marc Smyth | | |
| Agenda Review/New Agenda Items | | |
| **Webcam for classrooms Updates**  Webcams are installed in classrooms in all classrooms. There are a few replacements if any have issues or go missing. Let Marc if this occurs  Megan Lin shared updated [HyFlex equipment instructions](https://docs.google.com/document/d/1xWJW9LUCVHx0ANHJjJu0XUg3P3etJHn_7GxNjdalJWM/edit#heading=h.ib6zyauthqe): This document was updated after the first 4-week HyFlex training. | | Marc Smyth |
| **A discussion on assigned computer equipment updates and maintenance**  Susan outlined her recent upgrade experience. It was cumbersome.   * She didn’t realize she had to request monitor * Several signatures required including exec leadership * concern – took time to get forms, signatures, etc for for computers, docking stations – which is basic eqt to do job. Can it be streamlined?   Marc - we need to smooth process and streamline - not multiple forms.  Possible actions   * could dynamic form be done?   Look at HR onboarding process for ideas | | Susan Jepsen |
| **Follow-up on conference room omni directional microphones**  We have omnidirectional microphones to check out and funding to put them into meeting/conference rooms.  Dan Holt mentioned that the omnidirectional in classrooms not working well enough for hybrid attendees to hear. It has to work or we have to stop doing it, as remote folks currently feel like 2nd class citizens  Potential actions   * training for meeting leaders? possible media services/eLearning/CTE teach workshop for hybrid eqt reading. Audience including admins and support. * Assigning someone with role of working and understanding equipment admins? support? | | Marc Smyth |
| **Other**  John Hendzel: In the future WebEx will allow permanent name change. Students will be able to do it in Webex as well. Currently can do for individual meeting on a meeting by meeting basis. | | All |
| Task Log Review | | |
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| Technology Usability and Training | | |
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| Next Meeting and Call for Agenda Items | | |
| Next Meeting: 1/20/2023 11:00am – 12:00pm  Outstanding Item: Building HVAC | | |