

Academic Technology Advisory Council Minutes
Monday, August 7, 2017
Barge 304, 1:00-2:00

Attendees: Chris Schedler, Mark Samples, Tina Short, Sean Reichert, Doug Ryder, Ping Fu, Justin Carroll, Mike Gimlin (for Lindsey Brown), Mel Palm, Julie Bonner, Deborah Wells, Brian McDougall, Calisa Cruse, Zebulin Evelhoch, Natalie Lupton

Absent: Yvonne Chueh, Coco Wu, Bill Thelen

1) Review of 7/10/17 meeting minutes

- a) S. Reichert moved to approve, D. Wells seconded, minutes approved.

2) Information items

- a) Taskforce Updates
 - i) Have consultant for DE at Lynnwood and CWU Networks there to work on final configurations and get Crestrons setup, then moving to Des Moines and Pierce.
 - ii) Received approved vendor agreement with TopHat, which gives preferred pricing for student response system.
 - iii) Classroom Technology Workgroup
 - (1) Met and talked about the use of mobile furniture across campus. Need to define mobile furniture in the class scheduling system.
 - (2) Working with capital funding to outfit Lind with mobile desks/chairs on wheels.
 - (3) Developed instructional equipment proposal rubric based on business case template.
 - (4) Provost and CIO approve of ATAC and EISC reviewing instructional equipment proposals, with recommendations sent to Provost and final decision by Provost and CIO.
- b) EISC Update
 - i) Discussed organizational changes in Information Services.
 - ii) Discussed joint operations between MML and IS.
 - iii) Taskforce looking at media management solutions on campus, what is and what is not working about current MediaAmp solution.
 - iv) Discussed need for digital image scanning on campus.
 - v) Discussed policies and procedures for accessible technologies, still getting more feedback from constituent groups.
- c) BTAC Update
 - i) Had solution request from Financial Aid, On-Plan U helps current and previous students, staff, and faculty with past due balances make payments and setup installment plans.
 - ii) Increased meeting length to have adequate time to review solution requests.
- d) IS Update
 - i) Barge 412 is going through a renovation right now.
 - ii) Sammamish has CWU staff there working on getting everything setup.
 - iii) Discussed print management audit, desktop printers, and the cost effectiveness of network printers.

3) Instructional Equipment Proposal Rubric

- a) Discussed if the rubric needs changes or additional content.
 - i) Need to include shelf-life under Costs and accessibility under Compliance.

- ii) Discussed running project that has already been implemented through the rubric to see how it scores.
- iii) D. Wells has a small project that might work well for testing the rubric.

4) MML-IS Joint Operations

- a) Requested from COO and Provost, outlines areas of overlap between IS and MML, including current and future joint operations.
- b) Lays out different responsibilities for each.

5) Fall Meeting Schedule

- a) Decided on 1st and 3rd Wednesday's of each month, at 3:30-4:30

Next Meeting:

Wednesday, September 6, 2017

Barge 304, 3:30-4:30