School of Education Technology Committee Meeting Minutes

Date: Thursday, February 14, 2013  Location: Guyton Hall Rm. 211

Time: 1:30 p.m.  Committee Chair: Dr. John Holleman

Committee Attendees:

- Mr. Andrew Abernathy
- Dr. Allan Bellman
- Dr. Qiang Cheng
- Dr. Renee Cunningham
- Dr. John Holleman
- Ms. Carol Hopkins
- Dr. Tim Letzring
- Dr. Jerilou Moore
- Dr. Michael Mott (on speakerphone)
- Mr. Clay Pounds
- Ms. Smitty Horne Wood
- Dr. David Rock, Dean

Welcome

1:33 pm: (John Holleman)

Continuing the momentum resulting from SOE Google Summit

Discussion by J. Holleman: Reported that his experience with the Google Summit was highly informative, and is seeking ideas from colleagues on how to sustain the usage of Google Apps within the SOE.

- Herman suggested that by adding depth to the Google Drive applications, the extra layer will be more beneficial to everyone.
- Pounds explained the limitation on the external application within the UM ‘go’ domain. Without the access to those external features, administrators may only Google +, Sites, Drive, Gmail, and Calendar.
- Discussed the different resources that are available and how the committee might take advantage for the future.
- Dean Rock suggested to have more localized workshops that cover specific areas about using the Google Apps. With the campus-wide involvement and professional development opportunities, SOE students will benefit if faculty members utilize the assets in class.

Holleman elicited input from the committee on whether they feel if Google+ Hangouts would be an effective synchronous communication tool for online classes.
Letzring reported on the limitation of 10 simultaneous users on Google+ Hangouts as Pounds and Rock informed the committee that there is a YouTube stream available to users, and how students are allowed to utilize voice or text in their responses.

Holleman mentioned that the branded Google+ Hangouts interface would, hopefully, have the SOE and/or UM logo.

Discussed the features of sharing documents using trac-on and Google Docs. Concerns on linking multiple personal accounts were acknowledged as Dean Rock explained the linking procedure and the possibility of converting the UM Exchange server mail to the Google Mail account.

Holleman anticipated the need of clarity on these applications to prevent overwhelming questions in the future from the faculty and staff colleagues.

**Determination:** Holleman will set up a shared Google Doc available to all SOE colleagues including the information about the usage of Google Apps for Education.

- The committee should seek to analyze the shared Google Doc as an open discussion and to use the various responses as a learning tool.
- Mott suggested using a specified Massive Open Online Course (MOOC), as an additional resource to help clarify the fundamentals.

**Discussion regarding computer dedicated classroom.**

**Discussion by Holleman:** Since the majority of the students carry their own personal technology, the committee should recommend a to-be-identified Guyton room(s) to be used as a technology classroom.

- Dean Rock shared information regarding his recent visit to Emory University in Atlanta, observing collaborative learning spaces for students by displaying pictures and discussing each significant feature.
  - Addressed the need for space in order to have an efficient learning area, while recommending specified classrooms as potential spaces.
  - Discussed either gating the area or inserting movable furniture and sliding doors to meet the need of conserving space.
- Committee discussed the availability of money and resources, the security of the equipment during after-hours and accessibility of the equipment for the students.
- Mott reported that he would contact the office furniture retailer Herman Miller to set up possible research opportunities for the SOE to seek ways to help create adequate learning spaces.

**Discussion regarding computer assistance for economically disadvantaged SOE students**

- Holleman addressed in general terms the possible adoption of technology standards for SOE students and the difference between 'strongly recommended' and 'required' for SOE students with respect to their own computer hardware. General questions & discussion ensued regarding appropriate requirement for SOE students.
Wood voiced concern about the actual usage of the required software and equipment, and efficient use of student technology expenditures. The committee discussed the university’s annually updated guidelines and reasonable exceptions, and how the committee might recommend such adoption for SOE student purposes.

**SOE Technology Committee Bylaws**

- Holleman proposed the vote and approval of the *SOE Technology Committee By-laws* that were suggested in the previous meeting.
  - Woods mutually accepted the bylaws approval.
  - Abernathy seconded the decision.

**Closing Remarks**

- Discussed plans of continuing the discussion of technology and its requirements for undergraduate students in the next meeting.
- Holleman will send a Doodle scheduling request to members and follow it up to schedule the next meeting after spring break in April, 2013.

*Meeting adjourned at 3:06 p.m.*

**Attachment:** *SOE Technology Committee By-laws*
TECHNOLOGY COMMITTEE
of the School of Education

TITLE

This organization shall be entitled the “Technology Committee of the School of Education.”

PURPOSE

The purpose of this committee shall be to evaluate and improve the use of technology in the School of Education.

MEMBERSHIP

The network administrator and the communications specialist will serve as voting members of the committee. In addition, there shall be two tenured or tenure-track faculty representatives from each academic department serving two-year terms. The chair of the committee is appointed by the Associate Dean and will serve a two-year term.

The Associate Dean will serve as an ex officio non-voting member of the Committee.

MEETINGS

The committee shall meet at least twice a semester. Special meetings may be held as requested by the chair or the dean.

PROCEDURAL POLICIES FOR MEETINGS

A. The chair will set the agenda and distribute to the members of the committee.

B. Other committee procedures will be determined each year by committee majority in consultation with the chair.

C. It is suggested that Robert’s Rules of Order be followed when conducting official committee votes.

RESPONSIBILITIES OF THE TECHNOLOGY COMMITTEE

A. To plan and implement faculty, staff, and student development programs related to technology.

B. To consider, review, and give approval for software licensing agreements in the School of Education.

C. To consider and plan for the use of instructional technology in lab spaces and classrooms.

D. To test, review, and critique technology products.

E. To meet with product representatives.
F. To improve administrative and student services through the use of technology.

AMENDMENT

To amend this charter, a written proposal must be presented to the committee members one week prior to a committee meeting. The committee must approve any changes to the charter by a majority vote.