

Technology Management Committee

Year-end report for 2013-2014

From: Co-Chair of TMC responsibilities per HRD #134-CW-03 Release time/supplemental contract



1. Summary report submitted at the end of each term to the Vice Chancellor of Academic and Student Affairs. Done.
2. Co-chair and provide leadership for monthly TMC meetings. Done.
3. Call additional meetings as required to conduct and complete committee business.
 - a. Distance Learning sub-committee to change OCC's status with the Higher Learning Commission to offer online degrees. Ongoing.
 - b. ATP Review sub-committee – see #6 below
4. Attend monthly Senate Leadership meetings.
 - a. Done if not conflicting with the TMC meeting.
 - b. Took IT's need to purge email addresses of faculty and staff no longer with the College. IT is placing a new email server and doesn't want to continue with ancient addresses.
 - c. Took IT's suggestion to Senate to archive email addresses that have not been used/accessed within 12 months. This will also help in placing the new email server.
 - d. Senate requested TMC to identify Dean representation. Lori Przymusinski and Tom Hendricks have agreed to attend TMC and represent us at the Dean's meetings.
 - e. TMC needs to update the Online Worksheet. Since OCC will have submitted the status change request with the HLC to offer online degrees, the update to the Worksheet is now a priority for the TMC.
5. Attend monthly Senate meetings and provide reports as required. Done.
6. Continue developing, overseeing, implementing an ATP.
 - a. The two ATP tasks were to find a standard for the tech stations and to create the TLTC rooms at all campuses. These two tasks have been completed.
 - b. The tech station standards have been revised several times throughout the years as technology has changed and the need to specific technology has changed.
 - c. The TLTC rooms at all campuses are now in jeopardy as each campus is experiencing room constraints. Next year we will start a study of TLTC usage to justify the room existence. In progress.
7. Attend and participate in scheduled TLTRs.
 - a. Faculty showcase was held on January 31, 2014. We had several internal speakers and two external speakers at the Orchard Ridge campus. Several publishers were in the hallway to talk with faculty members.

8. Oversee functions of standing subcommittees and ad hoc committees.
 - a. Promoting video conferencing use. However, after problems with the OR camera and quite often not able to secure the room, plus problems with the RO camera, we have decided to discontinue use of the video conferencing equipment at this time. The age of the equipment and subsequent replacement costs would be too costly at this time for the College.
 - b. OCC portal for students, staff and faculty. Waiting for the project to be funded to proceed. On the project list for fall, 2014 with enrollment services, etc.
 - c. Online adjunct evaluations are needed. The nursing department was invited to attend a meeting to discuss what they have been doing. IR was invited to the same meeting to maybe bring everyone together to facilitate these evaluations. IR concluded they could not help do what was needed. IT has proposed a solution with a web version of Scantron. Cathey Maze was brought into the discussion. The solution is quite expensive for just the nursing department. Therefore Dr. Maze has requested funding for the whole college as this is a more economical solution to several issues.
 - d. A committee to create guidelines for proctoring exams for online courses was formed. Stacy Charlesbois-Nordan created a draft of procedures. These can be found on the TMC website. This document will be considered again when OCC requests a change in status with the HLC to offer online degrees.
 - e. Reviewed different publisher's websites for FERPA guidelines when Instructors load student information. We found since all of the websites require an ID and password to gain entry, FERPA guidelines were followed.
9. Other projects are still pending
 - a. Creating a mobile app for OCC
 - b. Advisor of TMC to IT. Done as well as attending the IT Advisory Committee meetings.
 - c. Senate Leadership asked TMC to review the recently released CBT report for OCC. Yes, it affects everyone in other ways, but for TMC as a Committee and our work, the CBT report supported it and recommended TMC to continue under the leadership of the CIO.
 - d. TMC web pages were updated
 - e. TMC newsletter now available on the TMC website. Announcement of the newsletter will be sent to Janet Roberts to broadcast to all of OCC.
 - f. Student orientation for online learning. Ongoing.
 - g. Worked in collaboration with AT for collaborative software (Adobe Connect) licenses were released to interested faculty members. The new version of Desire2Learn will have a collaboration tool included.
10. Coordinate the dissemination of appropriate committee materials. Done
11. Elections were held and I, Judy Matteson, was elected as Co-Chair of the TMC for 2014-2015.

Respectfully submitted on June 16, 2014

Judy Matteson