A-212 (Inside the Library)

AGENDA

TAC Meetings convene on the second Wednesday of every month at 2PM.

• Topics:

-TAC purpose statement and mission website
  http://www.triton.edu/TAC

- Massive Open Online Course (EDUCUSE)

  ELL SHORT COURSE: DESIGNING AND DELIVERING A QUALITY MOOC

  June 17, 24, and 29, 2013
  1:00 - 2:00 pm ET on each date

  - Smart-Classrooms Final Report

    | D125 | E148 | E310 | F208 | G315 | R301A |
    |------|------|------|------|------|-------|
    | D304 | E203 | E311 | F211 | M123B| R301B |
    | D306 | E205 | E312 | F302 | M136 | R309  |
    | D308 | E209 | E313 | F304 | M150A| R311  |
    | D311 | E218 | E314 | F305 | N203 | R313  |
    | D313 | E302 | E320 | F308 | N205 | R315  |
    | E141 | E304 | F105 | F309 | NH102| R319  |
    | E143 | E305 | F115 | F313 | R125 | T120  |
    | E145 | E306 | F202 | G204 | R129 | T133  |
    | E146 | E309 | F205 | G313 | R217 | T136  |

- SmartBoard Training – CTE workshops

- Review for Board Policy Manual items:
  3510 Employee E-mail Policy
  3511 Appropriate Use of Information Technology Resources
  3516 Use of On Campus College Office Equipment
  3517.3 Computer Security
Lamberto Espino
Sylvia Pimentel
Myrna De Roa
Cora Gallagher
Lucy Smith
hospino@triton.edu

vannow@triton.edu

marieosa@triton.edu

sgallag1@triton.edu

ismsith@triton.edu
TAC purpose statement and mission website

TAC Webpage is now active and can be found at [http://www.triton.edu/TAC](http://www.triton.edu/TAC)

---

**About the Technology Advisory Committee**

**Purpose:**
The Technology Advisory Committee (TAC) supports institutional and academic efforts of the college through recommendations related to the appropriate use of technology pertinent to academic areas. The committee engages in all discussions and decisions related to technology for teaching and learning environments. Decisions are made in the context of what is best interests of the college regarding the use of technology with a focus on student success. The committee serves as advisory role to the Information Technology Department, Technology and Innovation Department, Office of the Vice President of Academic and Student Affairs, and reports as an advising committee to the Academic Senate.

**Functions:**
- To advise the Information Technology Department in the development and review of the Technology Master Plan in relation to the use of technology in academic areas.
- To develop and advise on Information Technology policies for all academic areas.
- To review requests for the development of integrated technology solutions by providing recommendations of objectives (including changes in campus policies or procedure).
- Work closely with all campus constituents to advise the Information Technology Department in providing excellent support and the use of campus instructional technologies.

**Contact:**
Email: triton-it@triton.edu

**Meetings:**
- The Technology Advisory Committee holds regular meetings monthly from 12:00-1:00 PM in the Tigert Hall, Room 100.
- For information or meeting updates, please contact the Technology Advisory Committee through email triton-it@triton.edu.

**Contact:**
Email: triton-it@triton.edu
Massive Open Online Course

Several members of the TAC committee are interested in attending the Webinar. The following message was to confirm their participation:

From: HH@cc (hh@cc.edu)
Sent: Thursday, June 06, 2013 5:21 PM
To: Maria-Jose Zuber, Sara Gallagher, Matthew George, Patricia Nolan, Kenneth Wright, Dennis Mckeehan, Robert Greensfelder
Cc: New-Biz Mroz, St. Deapue, Obie
Subject: EDUCASE - "Designing and Delivering a Quality MOOC: mini course"

Hello everyone,

This is just a reminder and to confirm your entry to EDUCASE Mini Course "Designing and Delivering a Quality MOOC" (link: http://www.educause.edu/te/mini-courses) on June 14 and 27. Login information will be share with you via email by the end of next week. Let me know if you have any questions and thank you for your participation.

Sincerely,

Humberto Echevarria
Assoc. V.P. of Technology and Innovation
Trinity College, River Grove IL
781-466-0190 3123
Overview of the MCCS Project

The MRC (Molecular Recognition Chemistry) is an interdisciplinary project that aims to develop novel chemical strategies for the identification and characterization of biomolecular interactions. This project is funded by the National Institutes of Health (NIH) and involves collaborations between experts in chemistry, biology, and bioinformatics.

**Agenda**

**Session One**

- January 17, 2019, 10:00 AM - 12:00 PM: Introduction to MRC
- 11:00 AM - 12:00 PM: Workshop on MRC Techniques
- 12:00 PM - 01:00 PM: Lunch Break
- 01:00 PM - 02:00 PM: Panel Discussion on MRC Applications

**Session Two**

- January 18, 2019, 10:00 AM - 12:00 PM: Advanced MRC Techniques
- 11:00 AM - 12:00 PM: Poster Session on MRC
- 12:00 PM - 01:00 PM: Lunch Break
- 01:00 PM - 02:00 PM: MRC in Drug Discovery

**Session Three**

- January 19, 2019, 10:00 AM - 12:00 PM: Future Directions in MRC
- 11:00 AM - 12:00 PM: MRC in Environmental Science
- 12:00 PM - 01:00 PM: Lunch Break
- 01:00 PM - 02:00 PM: MRC in Materials Science

**Contact Information**

MRC Headquarters
123 Main Street
Anytown, USA 12345
Phone: (555) 123-4567
Email: info@mrc.com
Board of Trustees, District 504

Employee E-Mail Policy

Page 1 of 3

Business Services

Policy: 3510
AdoPTed: 7/19/05

Introduction

The College recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. This Policy reflects these principles within the context of the College’s legal and other obligations.

The College encourages the use of electronic mail. Nonetheless, users of the College’s network and e-mail system have no expectation of privacy in use of the network or the e-mail system. The College may deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail and all uses of the Triton College network either by remote scanning or physical inspection of a computer or associated items in the work space when reasonably necessary.

The College also reserves the right to scan for viruses and block e-mail that it believes may pose a threat to system integrity.

Official Means of Communication

The College considers e-mail an official institutional means of communication. As an official means of communication, the college sends communications to employees with the expectation that employees will read such e-mail in a timely manner. The primary and intended use of College e-mail is for college business. A user may subscribe to newsletters, news groups or lists, providing they are within the scope of their job responsibilities.

Assignment of Employee E-Mail Accounts

A unique e-mail address will be computer generated for each full and part-time employee. It is the responsibility of the employee to activate this account. Adjunct Faculty have the option of activating a Triton account or providing the College with a preferred e-mail account for official College communication.

Expectations Regarding Employee Use of E-mail

It is the responsibility of the employee to access their e-mail account on a regular basis. If an employee does not have a dedicated computer, the College will make every reasonable effort to provide employees with access to a computer within their work area. This computer is to be used specifically for checking and responding to computer e-mail. Employees also have the ability to access their e-mail from off campus using the Triton Web-based interface. All users of computers on campus and the web-based interface are subject to the terms, conditions, and expectations of this Policy.
PURPOSE

Triton College's computer and information network is a continually growing and changing resource supporting thousands of users and systems. These resources are vital for the fulfillment of the academic and business needs of the College community. In order to ensure the necessary services, it is essential that each member of the faculty, staff and student body exercise responsible and ethical behavior when using these resources. Any misuse has the potential to disrupt College business and the legitimate academic work of faculty and students.

This policy outlines the application of the principles governing the academic community's appropriate use of College computer and information network resources. This policy ensures the proper use of computing resources consistent with the College's governing principles. It demonstrates respect for intellectual property, ownership of data, secure security mechanisms, and individuals' rights to privacy and freedom from harassment. Computing and networking resources include: computers, computer networks, connection to external computer networks, telephones, PDA's, laptops, identification cards, the Internet, email, all software applications and subscriptions to external computer services (collectively referred to as information technology or "IT" resources). Use of any College computing resource constitutes acceptance of this Policy.

SCOPE

This policy applies to all College staff, faculty, administrators, officers and students (collectively, "Users"), including those on the regional campus and extended learning sites.

POLICY

Triton College IT resources (the "Resources") are provided primarily for the use of students, faculty and staff. The Resources are intended to be used for administrative and educational purposes and to carry out the College's business. The Resources may also be available to alumni and members of the local community to facilitate communication with students and employees and to access College information resources and the Internet.

Proper use of the Resources includes conducting College business, instructional study or research, network communications, and official work of campus organizations and agencies of the College. Access to the Resources is a privilege and remains all work.

USE OF ON-CAMPUS COLLEGE OFFICE EQUIPMENT

Office-related equipment throughout the college is for official use only. Use of telephones, fax machines, computers, etc. is restricted to college business. Office equipment shall not be used for personal reasons, either by students or employees.
Any access and/or use of the Triton Community College computer systems is restricted to authorized individuals. Any unauthorized access and/or use by any individuals, including trustees, all students, full-time and part-time employees, and the public of the computer systems, computer network, computer programs, computer software, computer supplies, documentation and/or data will be subject to disciplinary action, civil action and/or criminal prosecution.

The committee is currently reviewing these items and will need sometime before making recommendations.