

## Pamela L Harmon

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**From:** Humberto Espino  
**Sent:** Wednesday, November 02, 2016 12:23 PM  
**To:** TADEC  
**Subject:** [--] November Technology Advisory and Distance Ed Committee Meeting - REMINDER\*\*

**Follow Up Flag:** Follow up  
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### Technology Advisory Committee

Good morning,

On behalf of our new Committee Chairperson Pamela L Harmon:

Just a gentle reminder, our next TADEC meeting is today, Nov 2nd at **2:00pm** in room **H114**.

Pam Harmon  
Chair of TADEC  
Radiology Program Coordinator

If you know of faculty that might be interested in attending, please encourage them to come along.

Feel free to contact Pam Harmon ([pamelaharmon@triton.edu](mailto:pamelaharmon@triton.edu)) for any questions.

[www.triton.edu/tadec](http://www.triton.edu/tadec)

Technical Advisory & Distance Education Committee

Meeting Minutes November 2<sup>nd</sup>, 2016 H115- 2pm

Attendees: Pamela Harmon, Hilary Meyer, Marie-Ange Zicher, Humberto Espino, Sara Gallagher, Myrna La Rosa, Joe Buchel, Larry Bodzewski.

The meeting began at 2:10 pm.

Topics discussed included:

1. The discussion of an "In-House" faculty training program was clarified with a narrow outline of what will be covered within the training development. We discussed that fact that someone would need to develop this course with constant technology changes in mind. The outline of the teaching training and developer trained is attached.

The committee was in agreement that we needed to move forward with our proposal to Senate for a vote in December. No questions were emailed to the Chair of Tadec from Senate members after the October meeting.

2. Forms for online course development were reviewed and discussions occurred on submissions from committee members. All members are asked to review and email recommendations to the Chair for the December meeting.

3. From Sara Gallagher:

Faculty Friday is available and so far, is a success. Any faculty not able to attend at the time of the webinar; are encouraged to view the recorded session.

Faculty Friday is a webinar based professional development opportunity for faculty, by faculty. 30 minute sessions will be held on the first Friday of month at 10 a.m. via Collaborate Ultra in the Blackboard Learn Faculty Forum or the link sent via email. The sessions will be recorded and available to view in the forum. Overtime, we hope to build a collection of faculty development videos.

*Have a topic you want to share? Please send your idea to [e-support@triton.edu](mailto:e-support@triton.edu)*

4. From Marie-Ange: Request for the removal of the form "request for a blackboard learn enhanced course shell activation."

The form was originally developed as a means of informing Department Chairs/Coordinators about who was using Bb to enhance classes. However, since it is only required for faculty requesting a course shell for the first time, the usefulness of the form as a device to inform Chairs and Coordinators is quite limited and can probably be better addressed using other means.

The primary reason that The Technology and Innovation team is recommending the elimination of the "Request for a Blackboard Learn Enhanced Course Shell Activation" form is that it will allow us to provide quicker faculty access to course shells for enhancing face-to-face classes by improving the course creation flow. At this time, the form can delay getting shells to faculty for up to a week.

5. The IT representative (Larry Bodzewski) asked that we have a discussion about a 1:1 program with laptops for students. Humberto will look into sending out a survey to students to see if there is interest and need.

Meeting adjourned at 3:15 pm  
Respectfully submitted,  
Pamela Harmon, Chair of TADEC

