Attendees: Greg Hoffenbacker, Don Burgess, Rick Nichols, Talisa Cook, Lauren McClanahan, Linda Schleef. Online: Britta Eschete

Introductions: Name/Title and summer highlight
Greg Hoffenbacker, Director of Technology Services for WCE- local travel with tandem bike and kayak
Don Burgess, Associate Professor of Secondary Education – Excursion to the ocean, walks along the beach
Rick Nichols, Assistant Director ATUS Desktop Support – Hiking!
Lauren McClanahan, Professor, Secondary Education – Alaska cruise
Britta Eschete, Program Assistant,

1. Review and approve previous minutes-
   It was noted that a June meeting was likely held and that the May meeting minutes had already been approved. A copy of the June notes will be located, and brought to the November Technology Committee meeting.

2. Committee reports:
   a. WAC- Greg Hoffenbacker
      - no tech updates, primarily bi-law updates on the agenda
   b. ATC- Representative, Don Burgess
      - review of the mission statement for Academic Technology, and how this differs from general technology. **Rick Nichols:** The CIO (Chief Information Officer) for WWU will be retiring at the end of the academic year. The university is considering hiring an interim CIO rather than a permanent CIO. This would allow the new president to provide input for the new CIO search.
      - **Rick Nichols:** Manager sought for new Digital Media Center, which will be located in the old copy center (Haggard Hall).
      - Faculty and staff are required to complete a Security Compliance Canvas Course. The online course takes approximately 30 minutes to complete, and does include a test. Upon completion, participants are issued a badge in Canvas. **Don Burgess** will send out a reminder to Department Heads to encourage faculty/staff to complete the course asap. An alternative reminder, if a “ground-up” approach does not work, would be to ask the Dean to include a reminder in an all-college email.
3. **Proposed Meeting Schedule**
   It was noted that several months selected for meetings are on the 2nd Wednesday of the month and several are on the 3rd Wednesday of the month. Also, an edit regarding the year “2015”, which will be replaced with “2016”.

4. **Purpose and Mission of WTC**
   Greg noted that the mission and charge of this group are located at wce.wwu.edu/tc. The decision was made to hold off on any potential editing to these statements until the next meeting.

5. **Promotion of WTC**
   Related to the purpose, it was noted by Greg that notice regarding the first meeting of the year and invitation to participate is sent out to the entire college. An invite for the October meeting was only sent to past participants, and the sender (Britta) regrets this oversight. An invitation will be extended to WCE staff and faculty for the November meeting.

6. **New Business**
   - **SmartBoards**- Several boards are broken in Miller Hall, projectors seem to be commonly used in lieu. The SmartBoards in Miller Hall are approximately 5 years old. Questions regarding the need for replacements, the cost, and how to pay for these.
   - **Chromebooks**- 20 chromebooks are available for use by students, faculty or staff, available for checkout in the WTEC (basement of Miller Hall). Some publicity is needed to make sure everyone is aware of this resource.

7. **Solicitation of meeting topics**
   a. Presentation on Qualtrics by someone from the Office of Survey Research, possibly for the November meeting. **Rick Nichols** will contact the OSR. A special invite to attend the presentation will be extended to Kimberly McDaniel, the Information Technology Supervisor for WCE (once a speaker is confirmed for November)
   b. Tour of Digital Media Center (arrangement TBA by **Rick Nichols**
   c. Update on CEDAR (Contributing to Education through Digital Access to Research) from Western Libraries
   d. Skype for Business?
e. Presentation by Matthew Anderson, Communications Consultant on activities of the Social Media Group for WWU (Britta participates in this group, willing to contact Matthew)

8. “Appy Hour” Classified Ads (showcase or need)
   - **Linda Schleef**, Senior Instructor, is seeking an app to track emails received. Several suggestions were presented, such as using the conversation mode in Outlook, creating an “active folder” for unread emails or creating a rule for a particular person.
   - **Britta Eschete** is looking for a resource to network among faculty or staff who are planning trips to the extension sites or main campus and willing to serve as courier, to reduce the cost of postage. Several suggestions were presented, such as frequent travelers using a shared calendar in outlook to post upcoming trips, or establishing an email group.

9. **Adjournment** Approximately at 10:55AM