Woodring College of Education | Western Washington University
Technology Committee

Meeting Minutes

Wednesday, December 5th, 2018 ∙ 10:00 – 11:00 am ∙ MH 258 & Skype for Business

Attendees: Beth Dillard, Don Burgess, Greg Hoffenbacker, Sondra Cuban (via Skype), Natalie Newman, Paula Dagnon, Rick Nichols, Sam Dixon, Michael McMurray, Keely Flege (staff support)

1. Welcome and introductions for new student members: Sam Dixon and Michael McMurray

2. Reports:
   a) ATC – Academic Technology Committee (Paula)
      - ATUS – new software service for ticketing will allow helpdesk better documentation for issues
      - Call for Open Educational Textbook Grant
      - Campus Wide Chief Security Office position is still open
   
   b) WAC – Woodring Advisory Committee (Greg)
      - Associate dean search is ongoing
      - Tenure track faculty searches - 4 in ECE (3 in Bremerton, 1 in Bellingham); 1 IT position (currently with HR)

3. Announcements:
   a) Student Technology Fee (STF) - Abstracts are due to the STF Committee January 16th
      - Tech Committee proposal: provide devices for students in practicum placements? (districts only provide devices for interns)
      - Woodring/ATUS collaboration? STF funding comes from all students, so it would be best to make the proposal as broad as possible.

      - Suggestion: earmark devices for Woodring students first (and make those that aren’t checked out available campus-wide)
- **Suggestion**: pilot program for this January deadline (perhaps for MIT Math students?)

- District Emails – in order for practica students to be able to effectively use these devices, they will need a way to access the district’s network

- **Don will contact Bill Palmer about the possibility of assigning district emails to students in practica courses**

  b) **Steelcase Active Learning Classroom Grant**: materials are available

  - $67,000 grant amount, deadline **February 1st**

  - Open to anyone to apply (options for blended learning)

4. **WCE Bylaws**:

   a) College bylaws are being updated

   b) Tech Committee Membership doesn’t list the Director of Instructional Technology, should it? (Greg)

   - Yes! Greg will put through an Esign form to make that change.

5. Develop goals for the year:

   a) Information/Training Sessions:

   - International Society of Technology Education (ISTE) standards info session

     - Paula and Natalie will organize/lead this info session for our scheduled February meeting

   - Zoom Video Conferencing vs. Skype for Business

     - Beth and Don will organize/lead this info session for our scheduled March meeting

     - Ideas:

       - “Dos and Don’ts of Online Teaching” including some information on both Zoom & Skype for Business
“Remote Online Behaviors” – strategies for using these remote tools (Zoom buddies, Yes/No cards, other tips and tricks)

**NEXT MEETING:** January 9th, 2019. We will use this meeting time to plan more for the proposed ISTE and Zoom/Skype info sessions

**WOODRING TECHNOLOGY COMMITTEE 2018 – 2019**

**Meetings: MH 258 or via Lync**
- Wed. October 3rd, 2018 – 10:00 am
- Wed. November 7th, 2018 – 10:00 am
- Wed. December 5th, 2018 – 10:00 am
- Wed. January 9th, 2019 · 10:00 am
- Wed. February 6th, 2019 · 10:00 am
- Wed. March 6th, 2019 · 10:00 am
- Wed. April 3rd, 2019 · 10:00 am
- Wed. May 1st, 2019 · 10:00 am
- Wed. June 5th, 2019 · 10:00 am

**Membership:**
- Don Burgess (*Secondary Education/SCED, Co-Chair*)
- Sondra Cuban (*Adult and Higher Education*)
- Paula Dagnon (*Elementary Education/IT*)
- Beth Dillard (*Elementary Education, Co-Chair*)
- Sam Dixon (*Student Rep*)
- Keely Flege (*Student Services, Staff Support*)
- Gabe Gossett (*Librarian*)
- Greg Hoffenbacker (*Technology Services*)
- Bridget Kelley (*Special Education*)
- Natalie Newman (*E-ATRC*)
- Rick Nichols (*ATUS*)
- Carole Teshima (*Dean’s Office*)

*Minutes taken by Keely Flege, Staff Support*