Woodring College of Education  |  Western Washington University  
Technology Committee

Meeting Minutes

Wednesday, February 14, 2018 ∙ 10:00 – 11:00 am ∙ MH 258 and Skype for Business

Attendees: Paula Dagnon, Beth Dillard, Greg Hoffenbacker, Joseph Hunter, Tony Constantino, Bridget Kelley, Rick Nichols, Carole Teshima, Sondra Cuban (via phone), Keely Flege (staff support)

1) Reports

I. ATC – Paula

ATC is working to revise their charge (has gone out for review). Looking to get EE representative as a voting member.

Also considering their role for STF approvals. In the past, ATC has spent a lot of time reviewing proposals before making a recommendation to the student committee. This year, the ATC is putting forward general guidelines in an effort to reduce the amount of time spent reviewing proposals. They currently have a rubric in place but it is pretty general.

Suggestion: come up with a more robust rubric system that includes ways to measure quantity (# of people served) as well as quality, then provide that to the student committee (hopefully will be helpful for making objective decisions).

Paula will make a recommendation for a more robust rubric to the committee.

II. WAC – nothing to report

2) FERPA Update – Carole

Registrar’s Office has an online resource available for faculty/staff – Taya Winter indicated that their office is working to upgrade it currently.

I. How to get the message (FERPA training) to faculty/staff in Woodring?

- FERPA informational training for Chairs/Directors or for a departmental rep?
  - Train a small group, then ask those who attended to share with their department
• Online training module?

II. How to introduce the idea of FERPA to those who don’t think about it?

• 2 levels to the problem:
  i. Understanding of details
  ii. Willingness to align

• Framing the conversation: where to start for those who aren’t familiar with FERPA?
  - Start small: quick, concrete examples that we think people are already overlooking
    ▪ “Do you do ________? You are out of compliance!”
  - Appropriate Language
    ▪ “this is a legal issue” instead of “maybe we shouldn’t do this”

III. New hires – should be getting training on this as soon as they begin at WWU

IV. Vetting – who would vet this kind of thing? Woodring? University level? University lawyer?

3) Items from the field

I. From ELED – Paula – did not discuss

   a) Website Updates
      1. Who could help us with the design piece
      2. Who is in charge of the websites?
      3. Who should have access to the webpages?
      4. Who do we go through to implement design changes?

II. Torsh

   a) Could this be the one tool for all teacher ed programs for video supervision?

      Already being used in all departments:

      SPED – Bridget is using Torsh
      SEC – Lauren McClanahan
      ELED – Matt Miller

      Feedback: everyone seems to like it! Only downside is that Torsh isn’t linked to Canvas. If there was a way to have the two work together, the tool would be almost perfect.
b) Is there a college level plan for using Torsh?

If all departments are using Torsh, a college-wide discussion is in order
Paula & Beth are going to meet with faculty who have been using Torsh to learn more, then bring it to Chairs & Directors.

c) Are there mechanisms for collecting data that would lead us to determining college wide use? – did not discuss

4) Draft Position Statement for College Level IT Hire – did not discuss

5) Future Direction of Meetings

I. Fake News – Don will reach out to Paul Cocke in University Communications to discuss this more
   - Phishing Emails – “Protecting yourself and protecting students”
     - Take this on the road? Use meeting space for it? How to reach those who are least informed?
     - Workshop for Tech Committee members?

II. Invite tech TOSA / current teachers to Tech Committee for a visit and to share their experiences using technology in the classroom – did not discuss

III. PD Field Trip for tech committee? – did not discuss

IV. Topics on Social Justice? – did not discuss

6) For Next Meeting: FERPA

We will discuss and plan to share information about FERPA with the college. Then in April, we will plan to invite Chairs and Directors.

   - Want to have comprehensive, authoritative voice(s): RO, Instructional Design, Information Security Office

   - Students – should we be training our students in FERPA? IT courses? Perhaps piggybacking on the OFE internship meetings to share FERPA info with students?
Meetings: MH 258 or via Lync

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. October 11th, 2017</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. November 8th, 2017</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. December 13th, 2017</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. January 10th, 2018</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. February 14th, 2018</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. March 14th, 2018</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. April 11th, 2018</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. May 9th, 2018</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Wed. June 10th, 2018</td>
<td>10:00 am</td>
</tr>
</tbody>
</table>

Membership:

- Don Burgess (Secondary Education/ SCED, Co-Chair)
- Devyani Chandran (Human Services)
- Sondra Cuban (Adult and Higher Education)
- Paula Dagnon (Elementary Education/IT, Co-Chair)
- Beth Dillard (Elementary Education, Co-Chair)
- Keely Flege (Student Services, Staff Support)
- Gabe Gossett (Librarian)
- Greg Hoffenbacker (Technology Services)
- Bridget Kelley (Special Education)
- Rick Nichols (ATUS)
- Carole Teshima (Dean’s Office)

*Minutes taken by Keely Flege, Staff Support*