Meeting Minutes

Wednesday, October 3rd, 2018 ∙ 10:00 – 11:00 am ∙ MH 258 & Skype for Business

Attendees: Beth Dillard, Don Burgess, Greg Hoffenbacker, Sondra Cuban (via Skype), Natalie Newman, Keely Flege (staff support)

1. Welcome and Introductions

Welcome back to the Tech Committee for the 2018 – 2019 year! Special welcome to our newest member Natalie Newman from the E-ATRC.

2. Reports

- Academic Tech Committee (ATC) – connect with Paula Dagnon when she is back from traveling
  
  (Interested to hear more about Student Success Collaborative (SSC), ideas for how the college could use this tool more intentionally to support more thorough advising practices)

- Woodring Advisory Committee - no meeting; nothing to report

3. Phone Upgrades

- Greg: upgrading to digital/VOIP phones, funding and deployment strategies

  - History/Background: about 4 years ago, the university was prepared to provide phone upgrades across campus… but Carver construction put that on hold. Now, after completion of construction and changes in leadership, the university is no longer offering funding. However, Greg & the TC still see the upgrades as valuable and worth pursuing

  - Proposal Details: New phone system would be digital instead of analog, allowing faculty & staff to accept phone calls on laptops & personal cell phones instead of analog phones that live exclusively in their offices
    ○ Technology interfaces with Skype for Business, Outlook, etc.

  - Questions/Concerns:
Cost/Funding: where does the funding for upgrades come from (WWU, Woodring, departments?)?

- Greg will do more research on this and we’ll loop back

“Taking Work Home” – there may be some resistance to having personal devices connected to the university calling system

- Data limits, compatibility issues (what if my laptop doesn’t have a microphone?)

- Early Adopters: Greg, Chase, and Paula have switched over already, but Greg is looking for more volunteers to pilot.

- WTC could be a great group to start with since we come from different areas. We would have the opportunity to share our experience with our departments and be equipped to answer any questions that arise.

- Return to this idea once we have more information about cost & funding

4. Smart Boards

- Reminder: Woodring has a few Smart Boards in common spaces – these are available to be used for advertising departmental messages. Contact Greg if you want to display something!

- Michael Wilder & Gary Malick (ATUS) @10:30 to talk about upgrade MH Basement

- Handout: see ATUS Miller Hall projector upgrade plan

- Smart Boards → Projectors:
  - Michael & Gary have found only 2 people using the Smart Board functionality – essentially, no one is using the Smart Boards as Smart Boards and the ATUS proposal is to replace with projectors.
  - Goal: get full digital capability (all wiring from source to screen) in MH 011, 013, 015, 017, 038
  - MH Basement rooms present a special challenge because of their geometry – requires more advanced tech than might otherwise be needed

- Timeline: 3 rooms to be completed during intersession between Fall/Winter, another 3 rooms to be completed between Winter/Spring or Spring/Summer

- Questions/Concerns:
Is it possible to align MH Basement tech with what the Bellingham School District is using?

- Wireless options? (current proposal doesn’t include wireless projectors, but there is the possibility for a wireless attachment)
- Bill Palmer with Bellingham School District – Don will send Bill’s contact info to Michael & Gary

Any other red flags?
- Michael will reach out to Paula

Woodring Smart Boards – MH 35, 39; E-ARTC
- There may still be some instances where Woodring faculty want to use Smart Board interactive functionality! But we don’t see enough of that happening to justify the number of Smart Boards currently in the building. Instead, having one or two Smart Boards available in the building is likely sufficient

5. New Membership

- Student Representative – Greg will check with students in WTEC to see if any are interested in joining
- New members? – Would love to grow the committee and have more voices and ideas in the room!
  - Plan to put out a call for new members after the committee has identified and prioritized goals for the year

6. Develop Goals for the year

- Ideas/Brainstorming:
  - College Level IT Hire – see draft position statement from last year
  - Faculty/Staff professional development – finding ways to encourage attendance to events/info sessions that the committee puts on
  - Representation for off-campus/online programs – TC has historically focused mainly on main-campus programs but we want to think more about what off-campus staff/faculty want and need.
  - OneNote demo – invite rep from Bellingham (& Ferndale?) SD to demo the ways they are using OneNote tech. Invite faculty to attend demo.
  - Better messaging around blended learning – how can the committee advocate for the merits of blended learning (both in person and online meeting times)?
THEME: prioritize learning more about what is happening around us, then provide additional opportunities to share what we learn with faculty/staff across the college.

- Further Ideas
  - Please post any further ideas in Dreamscaping WTC 18-19 Priorities Brainstorming (available in Documents folder under WTC Sharepoint group)

7. Announcements:

- Screencast-o-matic is new screen capture / TechSmith Relay will no longer be supported – did not discuss
- Others? – did not discuss

Next Meeting: November 7th, 2018 in Miller Hall 258. We will meet to continue discussing business! Please add any ideas for other priorities to the shared document Dreamscaping WTC 18-19 Priorities Brainstorming before our November meeting.

WOODRING TECHNOLOGY COMMITTEE 2018 – 2019

Meetings: MH 258 or via Lync

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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)
- 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