Ron Marks presented on Effective and Efficient Email Communication

1. Discussion of STF ideas
   a. Paula is submitting a proposal to replace the iPads in the WTEC
2. Feedback on format for Winter Quarter was solicited. Encouraged to keep meetings to an hour and continue with business electronically
3. Only two meetings for Winter Quarter.
   a. Topics for Winter Quarter discussed
      i. Social media in education had the most votes. After that, all categories had even votes
      ii. Tips for course accessibility
4. Committee reports
   a. WAC – WAC has not met; however, there is active work on the Strategic Priorities of the College
   b. ATC –
      i. WWU, after doing two pilots, has decided it will support the student response system Socrative
      ii. STF proposal forms are out and are due to colleges early/mid January. They are due to the STF committee from colleges by January 17
5. Chairs and Directors Report
   a. November 29th Meeting -- Pat Wasley, former Dean of UW and WWU alum spoke about moving the college forward with technology. A copy of the meeting can be found here
6. Paula is serving on the MakerSpace Committee. Short-term, we are looking at what can be done on campus with existing pieces and parts across campus. A workgroup is initiating an inventory of institutional knowledge and equipment in order to design a hub/spoke model for a short-term campus solution where the STC is the hub and the individual departments/centers are the spokes.
7. Paula is also co-chair of the Digital Media Center located in the library
8. We need a new student representative for Winter Quarter.
9. No Constituent Concerns