**Educational Technology Resources and Policy Committee Meeting**

**September 12, 2008**

**Minutes**

**Present:** Mike Burgmeier (Secretary, Library), Dave Donovan (Physics), Mark Flaherty (Chair, Music), Keith Ellis (Art & Design), John Limback (Academic Computing), Cindy Paavola (Guest, Communications & Marketing), Mark Shevy (CAPS), Matt Smock (Instructional Design, Technology, and Media), John Rebers (Biology).

**Approval of Minutes**

Motion to approve the minutes of August 29: Rebers/Donovan. Minutes approved.

**Report from the Chair**

Nothing to report.

**Report from Academic Computing (John Limback)**

Limback reported the Kaspersky problems should be resolved now. If anyone still experiences problems they should go to the Helpdesk for resolution. Most of the wireless issues should also be corrected. Limback indicated that Telecomm is willing to come to a classroom to troubleshoot if problems continue to occur.

The Respondus LockDown browser issue seems to be somewhat of a problem. It works ok for some but not for others, even after downloading the latest updates. Stay tuned for further news.

Limback will compile a list of problems reported to the HelpDesk since school started so we can see the range of issues and get an idea of the problematic areas. While this year’s laptop distribution went fairly well, the committee agreed to review the process at the next meeting in order to compile a list of recommendations for future distributions.

**Report from Instructional Technology (Matt Smock)**

Smock reported that Kathy Saville’s position has been posted. Applications are due around the middle of September with the hope of having someone by late November/early December.

Smock has been working on a new organizational structure for the two units under his responsibility; Instructional Technology and Instructional Media Services. The new name for the combined units will be Instructional Design, Technology, and Media (IDTM).

Donovan suggested that 2 positions are needed for the Instructional Technology area, one to managed WebCT and another dedicated to instructional design. Smock echoed the desire for additional staff.

**Unfinished Business**

**Technology Issues – Communication with Faculty**

Cindy Paavola from Communications & Marketing (C&M) presented some ideas for developing a portal that brings together all the technology pieces into one central site, for both students and faculty (Technology@NMU). She pointed to the Sports < http://webb.nmu.edu/Sports/> and the Health & Wellness < http://webb.nmu.edu/Wellness/ > gateways as examples. Paavola indicated that the current priority with respect to web pages for C&M is getting everyone moved off the SAM server and onto the content management system. Work on the Technology gateway site could begin afterwards.

C&M has developed some sketches as a starting point for the gateway. Some of the pull-down menus they’ve come up with include Technology Units, Index of Resources, and Technology Questions. There would also be a Technology only site search feature as opposed to an entire NMU site search. Paavola asked committee members for other suggested pull-down menu categories. Email your suggestions to Paavola at cpaavola@nmu.edu. Paavola also asked committee members to think about who would be responsible for maintaining the pages once it is set up and running.

Ellis suggested looking at social bookmarking sites like delicious.com for ways to organize content. Paavola indicated that C&M would like to bring the web authoring skills of staff members across campus up to a certain level before delving into various web 2.0 technologies. She mentioned they have been looking at some of these technologies and will likely add such technologies once they feel the skill level of staff are at an appropriate level.

The current timeframe for the Technology gateway is to solicit additional input during the fall semester then begin developing the site during the Winter semester. Paavola indicated the site is high on the list of new sites once the old sites have all been moved into the new content management system. Of course priorities could change depending on a variety of factors.

Committee members responded positively to the ideas presented by Paavola. Flaherty will forward the list of ETRPC developed resources to Paavola. Please forward other ideas to either Flaherty or Paavola.

**TLC Award Descriptions and Application Forms**

Tabled

**New Business**

None

**Good of the Order**

None

Meeting adjourned 11:55 a.m.

Respectfully submitted,

Mike Burgmeier, Secretary