

Minutes

COE Technology Committee Meeting

December 7, 2006

Committee Member Attending: Agnes Helen Bellel, John S. Gooden, Averil Loague, Peter Macchia, Monty Scott, and Carolyn Starkey

Agenda Topics of Discussion

- I. COE Technology Plan
- II. COE Technology Training Calendar
- III. COE Technology Committee Members assigned to the NCATE Standard Chairs
- IV. Other Business

I. COE Technology Plan: Each COE technology committee member will be responsible to integrate the assigned **ASU Academic Computer Advising Committee Goal** into the COE technology plan:

1.1 ASU Academic Computer Advising Committee Goal I: Establish and improve the use of technology to support teaching and learning
COE Tech Member Assigned: **John Gooden and Averil Loague**

1.2 ASU Academic Computer Advising Committee Goal II: Establish a model for training Alabama State University faculty in the use of technology.
COE Tech Member Assigned: **Monty Scott will be responsible to train all COE (initial and advanced) students and Curriculum and Instruction faculty regarding LiveText in the Center of Excellence and videoconferencing sessions and support. Agnes Helen Bellel, Averil Loague, and Carolyn Starkey will be responsible to train Instructional Support Programs, Health and Physical Education, Foundations/Psychology faculty, and adjunct faculty via videoconferencing and departmental sessions.**

1.3 ASU Academic Computer Advising Committee Goal III: Ensure ASU will be in compliance with federal (ADA, Section 504, Section 508) and state regulations to meet the technology needs of faculty and students
COE Tech Member Assigned: **Agnes Helen Bellel**

1.4 ASU Academic Computer Advising Committee Goal IV: Establish and improve technology to support academic administrative services
COE Tech Member Assigned: **Peter Macchia**

II. COE Tentative Technology Training Calendar: Technology Training will be conducted based on the needs of the faculty, students and staff. The survey conducted in 2004 and January 2006 will determine the ongoing training calendar.

Tentative Technology Training Calendar

Date/Time	Type of Training	Targeted Population	Person(s) Responsible	Location
Ongoing	LiveText	COE Students & CSI Faculty	Monty Scott	215 Patterson Hall/Center of Excellence
Ongoing	LiveText	Staff & Faculty	Agnes Belle Averil Loague Carolyn Starkey	Video Conferencing & 536 Levi Watkins
Ongoing	LiveText Exhibit Center Documentation	Staff & Faculty	Carolyn Starkey	TBA
Ongoing	Blackboard	Faculty & Staff	Agnes Belle Averil Loague Carolyn Starkey	Video Conferencing & 536 Levi Watkins
January 2007	ACE Database	Adjunct Faculty	Agnes Belle Averil Loague Carolyn Starkey	Video Conferencing & 536 Levi Watkins
January 2007	ACE Database	Faculty & Staff	Pete Macchia	TBA
TBA	Microsoft Access	Faculty & Staff	Pete Macchia	TBA
TBA	Microsoft Word (Beginners)	Faculty & Staff	Agnes Belle Averil Loague Carolyn Starkey	TBA
TBA	Microsoft Word (Advanced)	Faculty & Staff	Agnes Belle Averil Loague Carolyn Starkey	TBA
TBA	Microsoft Excel	Faculty & Staff	Agnes Belle Averil Loague Carolyn Starkey	TBA
TBA	Wikis, Blogs and Podcasting	Faculty & Staff	Pete Macchia, Averil Loague, Shawndra Johnson	TBA
TBA	Assistive Technology Devices	Faculty & Staff	Agnes Belle	TBA
TBA	Teach Act, Copyright, Laws and Mandates	Faculty & Staff	John Gooden and Carolyn Starkey	TBA

TBA	Diversity Issues and Technology	Faculty & Staff	Pete Macchai John Gooden and Agnes Bellel	TBA
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III. COE Technology Committee Members assigned to the NCATE Standard Chairs

Each COE technology committee member will support an NCATE Standard chair with addressing technological needs of that particular standard.

Standard 1. Candidate Knowledge, Skills, and Dispositions

COE Tech Members Assigned: Agnes Helen Bellel and Averil Loague

Standard 2. Assessment System and Unit Evaluation

COE Tech Member Assigned: Averil Loague (Lead) and Agnes Helen Bellel

Standard 3. Field Experiences and Clinical Practice

COE Tech Member Assigned: Carolyn Starkey

Standard 4. Diversity

COE Tech Member Assigned: Pete Macchia

Standard 5. Faculty Qualifications, Performance, and Development

COE Tech Member Assigned: Monty Scott

Standard 6. Unit Governance and Resources

COE Tech Member Assigned: John Gooden

IV. Other Business:

IV.1 Surveys will be conducted in January 2007 to assess the needs of faculty, students and staff. This process will be to update the COE technology plan to reflect the technological needs of faculty, staff and students. The surveys will be a “scaled down” version of the ASU Academic Computer Advising Committee (October) Survey. Hard copies will be disseminated in faculty mailboxes and adjuncts will be mailed a hardcopy. Dr. Gooden volunteered to use one of the graduate students in the doctoral program to enter data.

IV.2 Ongoing Training will be updated.

IV.3 Online Course Development

Approval Forms have been submitted for Online Course Development for 7 Curriculum and Instruction courses and 8 ISP courses starting the summer of 2007 semester.

IV.4 All COE syllabi will be updated to reflect COE Conceptual Framework, Dispositions, Outcomes, Indicators, and Rubrics/Assessments by March, 2007. The revised syllabi will be reloaded into the COE web site. All revised syllabi will be loaded into Blackboard. Faculty will edit personal information and load the syllabi for their courses. Students will enter into blackboard to view the syllabi, announcements and edit personal information by March 2007.

IV.5 Partnerships will be developed to work with technology specialist and coordinators in the educational community starting in January 2007.

IV. 6 Other stakeholders will be added to the COE Technology Committee in March. Examples: initial and advanced candidates, school personnel, Shawndra Johnson- Technology In Motion, Joyce Smith-Adjunct Rep, etc. etc. etc. Other special guests (MIS Rep., Kenely Obas-Academic Computing, Cedric Davis-Library Rep.) will be asked to visit depending on the topic of discussion.

Next meeting tentatively scheduled for Tuesday, January 16th, 2007 in room 220 Council Hall at 11:00 AM.