

**MEETING MINUTES FOR
CAPC STANDING COMMITTEE:
Technology**

Meeting Date: September 13, 2007

Present: Thomm Beggs, Eva Bill, Jim Falco, John Fillicaro, John Linehan, Anne Martincic, Philip Moore, Scotty Nath, Bob Powers, Nori Sasaki, Tim Seitz, Claudia Terrones, Sandy Vitale, Chuck Young

Absent:

Others:

CALL TO ORDER: Phil called the meeting to order at 2:35 p.m.

ANNOUNCEMENTS:

APPROVAL OF MINUTES:

OLD BUSINESS

Action Items:

Discussion Items:

ANGEL Survey

During Spring Semester 08 Donald Quirk met with the committee to discuss a survey to go out to instructors using ANGEL. Donald asked the committee the following questions:

1. Why are we conducting a survey?
2. What will we do with the data?

NEW BUSINESS

Action Items:

Discussion Items:

ANGEL Survey

After much discussion on conducting the ANGEL survey, the committee agreed to table this topic until the next meeting on September 27. Meanwhile, committee members will have time to think about the following suggestions:

1. John Fillicaro will send out the survey via ANGEL to the instructors who are currently using ANGEL.
2. John will set up survey so the instructors' responses will be anonymous.
3. The survey should be short, structured, with fill-in boxes for additional comments.
4. Call the survey an assessment.
5. Survey/assessment should have a grading scale of zero to five, regarding performance, setting up quizzes, discussion boards, etc.
6. Additional suggestions for questions:
 - What features would you like to see enhanced?
 - What type of problems are your students experiencing when using ANGEL?
 - Is there any further ANGEL training you would like Professional Development to offer.
 - How long should the session's time-out be?

TracDat

1. John helped with the technical upgrade.
2. The software is improved and is a lot more user friendly.
3. Paul said there would be training for the new TracDat.
4. TracDat point person is Paul.
5. Phil will talk to Paul regarding concerns on the new TracDat.

Method of Collecting Student Evaluations in Online Classes

The committee discussed the following issues with student evaluations for online classes:

1. There was a problem last spring semester with the online evaluations inadvertently going to the Executive Deans, instead of the instructor. This situation has been corrected.
2. A suggestion was made to send online evaluations to the Department Chair Secretaries for proper distribution, since they are responsible for the distribution of the traditional student evaluations.

3. Most of the committee agreed that they were not overly concerned with students evaluating an instructor more than once; however, this issue should be considered.
4. Students' responses are confidential.
5. John Fillicaro is going to look into an exclusive way to set up the online evaluations.
6. Zoomerang is not the way to go.

Other

John Linehan discussed the following issues with bandwidth.

1. John is going to the board with a request to purchase additional bandwidth.
2. We must recognize that MCC is doing everything we can about the growth.
3. Employees should not be doing anything on the Internet that is not work related.
4. John discussed the possibility of blocking YouTube and MySpace, but it is difficult to know which students are doing assignments on YouTube and which students are on YouTube for recreational purposes.
5. We are looking at how other community colleges and four-year colleges are dealing with this situation.
6. Jim is working with an AMT faculty member to use YouTube for a class demonstration on CV joints.
7. John suggested contacting the creator to request permission to use their video for classroom use.

Next Meeting: September 27, 2007, 2:35 p.m., A-117

MOTION/S TO CAPC:

ADJOURNMENT: Phil adjourned the meeting at 3:45 p.m.