Council for Instructional Technology

Meeting Minutes

11/16/2011

Present: *Sam Edsall, Sharon Stevens, Mei Wen, Tawnya Adkins Covert, Rich Cangro, Charles Weiss, John Stier, Virginia Diehl, Chandra Amaravadi*

1:00 PM

1. Call to order
2. Approval of minutes
	1. Packet sent out to mailboxes including minutes from past meeting
	2. Motion to accept minutes from last meeting
		1. Name correction
		2. Motion to approve minutes – Sam Edsall
		3. Seconded – Charles Weiss
3. UTech advisory group
	1. Meet every 4th Friday
	2. Representative needed
	3. Rotational rep to attend meetings
4. Next meeting – 12/14
	1. Recommended to be used as a subcommittee meeting
5. Recommendation of having a vice-chair for CIT committee
	1. Discussion
	2. Sam volunteers
6. Sub-Committees
	1. TID – rename to “Curricular Issues”
	2. Tech Sandbox – rename to “Technology Subcommittee”
	3. Survey
	4. Formation of “Liason subcommittee” recommendation
		1. Desire2learn rep
		2. Discussion
7. Identify questions for aging computer analysis
	1. Age reported
	2. Operating system
	3. PC or Mac
	4. Other information to gather
		1. Scanner
		2. “Smart” classrooms information
		3. wireless access across campus
	5. Discussion
		1. Lab computer rotation – every 4 years
		2. Shouldn’t faculty computers be aligned with this rotation?
		3. Recommendation – no faculty computer should be older than 10 years
		4. Mac OS 10.5
		5. PC – Windows XP
		6. Less than 3 second response time for loading OS or else computer is too slow/too old
8. Clickers difficulties
	1. Sara Settles voiced complaints about eInstruction clickers
		1. Requires registration fee and activation fee
		2. Registration is troublesome because it requires credit card
		3. No support representative
		4. Clickers lock up
		5. Software freezes
		6. Older clickers have short range
		7. Not many faculty use eInstruction clickers
		8. Some faculty have switched over to iClicker2
	2. Discussion on use of clickers
		1. How many faculty are actually using clickers
		2. Cell phone polling – free software/web based
		3. Recommendation that university supplies clickers – students log in to use clickers and are responsible for them
9. Next meeting (December 14)
	1. review survey results
	2. invite faculty who are already using clickers to speak to the committee
	3. cost analysis for clickers
10. Meeting adjourned – 2:00 PM

Minutes respectively submitted by R. Cangro