ATOEC
Tuesday, December 13, 2016
3:30-5:00 pm, HUB119
MINUTES

1) Approve minutes: 5-0-0
   a. Present: Robyn Parker, Robin DeRosa, JoAnn Guilmett, Donna Driscoll, Lynn Johnson

2) Old Business:
   a. Bylaw change proposal update
      i. Committee composition motion will go forward at March 2017 Faculty Meeting. Steering Committee recommended that all committee Bylaw change proposals go forward at the same time.
      ii. All other ATOEC Bylaw changes should go forward at that time as well.
   b. Online/Distance Learning Policy Review Committee Update/Status Report
      i. Committee has not met
      ii. Status report: March meeting

3) New Business:
   a. TIP Proposal Review (see attached) – Irene Cucina
      i. iPad Request – PE/PEHE Teacher Certification
      ii. Approved: 4-0-1
   b. Bylaw review: Function (development of work group)
      i. Email committee with request for input – Lynn Johnson
      ii. Discussion at February meeting
   c. Spring Meeting Dates
      i. February 14th
      ii. March 14th
      iii. April 11th
      iv. May 19th
   d. Other
      i. Plymouth State has attained University wide licenses for:
         1. Domain of One
            a. Currently has 500 seat capacity
            b. Seat capacity can be added
            c. Session scheduled for January Jamboree
         2. Lynda.com
            a. Offers video tutorials/courses
            b. Waiting for single sign-in
         3. Zoom
            a. Video conferencing
            b. Waiting for single sign-in
   e. Revisions to TIP Proposal
      i. Suggestion was made to build in a process for those provided with TIP funding to give status reports
      ii. Currently a part of proposal, but no formal process for that to happen
iii. Needs to be built in with follow-up process clearly defined
iv. Committee to revisit at February meeting

f. New Open Lab Spaces - Robyn Parker:
   i. Beginning in early January a group will begin touring spaces for the purpose of creating new Open Labs and she would like ATOEC to be a part of the process. Does this committee think this is something that ATOEC can tackle? Provide input into what should be in spaces?
   ii. Timeline
       1. 2-3 new Open Labs before June 30th
       2. Cluster Guides Retreat January 11th
       3. Discussion regarding Open Spaces will take place at Retreat
   iii. Students have expressed interest in having more Maker Club spaces
       1. In academic buildings
       2. In residence halls

g. Open Lab Discussion
   i. Spaces should grow out of pedagogy and research needs
      1. These needs should come to ATOEC
      2. Would raise profile of ATOEC
   ii. There should be a University Technology Vision Statement/Guiding Statement
   iii. Proposals for New or Modified Technology-Enhanced spaces are supposed to come to ATOEC
      1. Proposals due February 15th
      2. Will Open Labs fall under this timeline?
   iv. Discussion to continue at February 2017 meeting

Next Meeting: Scheduled: Tuesday, February 14th – 3:30 PM - HUB 119