ATOEC
Tuesday, September 13, 2016
3:30-5:00 pm, HUB119
Minutes

1) Approve minutes: Minutes accepted

   a. Issues noted in beginning: 16 voting members needed but we currently only have 9
   b. Present today: JoAnn Guilmet, Robyn Parker., Robin DeRosa, Christin Wixson, Liesl Lindley, Zhizhang Shen. Mary Beth Ray., Lynn Johnson, Rich Grossman.
   c. Robin DeRosa will post previous minutes
   d. Mary Beth Ray taking minutes

2) Introduce Committee Members: Done.

3) Old Business:
   a. Survey data report update: JoAnn Guilmet

   Charge to make it more usable/format;
   Jo-Ann gives update: We've seen the raw data, she tracked results in Qualtrix, which gave the mean scores/more user friendly, can read comment, etc. ; We don't have notes on what Scott was tasked to do, but JoAnn is happy to work on it; Initial impression, faculty feedback = lots of reaction to furniture in classrooms; JoAnn wants to share with Physical Plant

   Robin DeRosa: We had talked about publishing this as a report on the website > making this more available and useful to others > How can we make the information more helpful/impactful to the community
   **Clean up the pdf and post it for now; Joanne will send to Robin

   Zhizhang Shen: How to deal with sending it out considering negative comments; What should we address? Understand how to make the best use of the info;
   JoAnn Guilmet: Has regular meetings w Physical Plant to address some of this; Offer summary;
   Robyn Parker: some things noted are work orders we can start on sooner than later; organize into categories
   JoAnn Guilmet: will bring "chunks" important parts/info to the group next meeting

   b. Open Lab "roll out" report: JoAnn Guilmet
   JoAnn Guilmet: Open houses, both students and faculty tours; Already seeing students finding the space and using it; Seeing request for all types of printing, and equipment
   Robin DeRosa: Asks for menu of things available on a website;
   JoAnn Guilmet: Putting together an informative email for the campus community; also putting together a website that has that information; in process

Christin Wixson:: How do students check things out? list of what's there/browse?
JoAnn Guilmet: CTS tool kit/ in the process of implementing it
JoAnn Guilmet: Getting requests to workshops related to this/tools available Beginning to hear about more ideas about open labs>
Robin DeRosa asks will open lab requests go through this committee? Do things still make sense now that many things have changed?

Note: Discussion regarding committee history and original purpose:

JoAnn Guilmet: This group was originally formed in 1997 as a Computer advisory board;
Robin Parker: Differentiated as a principle policy making committee; we should be steering the academic tech plan for the university; and be involved in the policy and procedures with tech; If we aren't able to make high level policy rec/ set policy/ we shouldn't just keep showing up
JoAnn Guilmet: In response, we need faculty to advise us; provides example of hearing impaired student and equipping rooms;
Rich Grossman: This group has a prioritization function that we cannot do without the group;
Liesl Lindley: Is that an advisory function instead of a principle policy function?
Rich Grossman: If the money is coming from somewhere else, we become a collective advocacy group;
Robin Parker: How much of this is policy and how much is advising the people that make policy and how much is prioritizing;

c. Review of technology proposal process:
   https://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/academic-technology-and-online-education-committee/proposals-to-atoec/
   i. Technology Innovation Project (TIP): *Lynn Johnson*: Proposals will be dealt with on a rolling basis (meeting following 15th of the Month deadline);Considerations: How to distribute the money in terms of semester; should designate funds for both Spring and Fall? These proposals are separate from Cluster Money / Primary impact should be students;
   Christin Wixson: How do faculty know this is available?
   JoAnn Guilmet: We need to send out a notice/communication;
   Note, funding of open labs will come from somewhere else;
   JoAnn Guilment: TIPS proposals are funded by the student technology fee

   ii. Technology-Enhanced Space/change to Technology-Enhanced Space
   Lynn Johnson: Future agendas should include: updates on open lab spaces and the ways in which they are being used; What folks are doing with tech in education world to help us think about other potentials;
   Zhizhang Shen: strike a balance between tech and other resources (books, etc.); So how can we make the very best use of this/tech resources;

Robyn Parker: can we collect what folks are doing?
Rich Grossman: we need effort to determine what new tools are needed;
Robin DeRosa: Pedagogically what is needed; not just showcasing the toys;
Lynn Johnson: How does the tech perform and enhance things for students?
*Discussion about complementing use and resources; Making sure people are using the space; Not using tech for tech's sake

    d. Update: Math Smartboard move request: Grant discussion

    Rich Grossman: Wants a quote for the project to make it happen.
    Lynn Johnson: Follow up next meeting regarding progress

4) New Business:
    a. Review of committee make-up – Bylaw review:
        Lynn Johnson: Lourdes will put together a Bylaws Review task force, not
    b. Discussion – Committee's yearly direction/goals:
    Lynn Johnson: We will continue this as we move forward
    c. Other: Summer institute will be at Plymouth, *JoAnn Guilment* will report on this next meeting
    d. Lynn Johnson Will put out TIP proposal announcement and talk about it next meeting

Next Meeting: Tuesday, October 11, 2016