



EHD COLLEGE TECHNOLOGY COMMITTEE
ROOM 104
December 4, 2007 • 3:00 PM

- (1) Call to Order & Roll Call
 - a. Attendance: Amy Johnson, Steve LeMire, Janie Pintertis, Andrew Quinn, Harriet Powers, and Jeffrey Sun

- (2) Open Issues
 - a. Needs Assessment Survey
 - i. The Committee agreed that the purpose of the “Needs Assessment” is to identify the technological equipment (e.g., hardware, software, and other related equipment), technological services (e.g., equipment acquisition, technical support, equipment storage, equipment maintenance), and technological knowledge/training for faculty and staff within the College of Education & Human Development.
 - ii. The Committee discussed survey construction issues:
 1. purpose of the survey
 - a. How does the instrument meet the charge of the Committee?
 - b. How does the instrument not duplicate purposes and data of the CILT and ITSS surveys?
 2. various survey items to collect the data
 - a. Open ended v. Closed ended questions
 - b. Goals of the data, how specific should the question be?
 - c. The Committee decided that the questions should be broad, and the following questions were decided upon –
 1. What technological equipment/programs (i.e. hardware, software, and other related equipment) will support your teaching, research, or service activities? Please describe or identify actual equipment/programs.
 2. Are there technological equipment/programs that you used or knew about at your last institution (or of another institution) that you would like to see available to College faculty and staff?
 3. What technological services (i.e. equipment acquisition) will support your teaching, research, or service activities? Please describe or identify actual technological services.

4. What technology would you like to learn about that would support your teaching, research, or service activities?
3. The Committee agreed to present the questions at the next department faculty meeting.
- b. New Technologies Available
- i. Awareness and discussion
 1. The Committee discussed ways to disseminate information to the College faculty and staff about new technologies.
 - a. Desserts & Demonstration Day (D3): The Committee agreed that we should continue this event.
 - b. Spring 2008 Closing Meeting: The Committee agreed that we should request a few minutes at the Spring 2008 closing meeting to demonstrate or discuss new technologies and a brief update on Committee activities.
 - c. “Did you know?”: Periodically, the Committee recommended that we should submit a “Did you know?” announcement to the faculty and staff about a new technology (e.g., Advisement Blackboard sites as some faculty are doing) or a kink in the technology (e.g., MS Word conversion between 2003 and 2007 versions).
 - d. Committee Website: The Committee acknowledged the use of the webpage as another source. One model may be <http://www.uvm.edu/ets/> but scaled within the College so it doesn’t serve as a substitute to UND’s ITSS or CILT.
- c. Spring 2008 Schedule
- i. Use Doodle.ch to gather common schedules
 - ii. Tentatively, the Committee is reserving one Wednesday of every month between 11:00 am – 12:15 pm.
 1. Jan 9
 2. Feb 13
 3. Mar 12
 4. Apr 9
 5. May 7

RECAP

Item	Action Steps	Notes
Needs Assessment Survey	<ul style="list-style-type: none"> • each department representative will pose the four Needs Assessment questions at the next dept meeting • data will be presented at the next College Tech Committee Meeting 	

Spring 2008 Schedule	<ul style="list-style-type: none">• Doodle.ch to find common schedule• Tentatively, reserve one Wednesday of every month between 11:00 am – 12:15 pm.<ul style="list-style-type: none">• Jan 9• Feb 13• Mar 12• Apr 9• May 7	

(3) Adjournment



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2. Are there technological equipment/programs that you used or knew about at your last institution (or of another institution) that you would like to see available to College faculty and staff?
3. What technological services (i.e. equipment acquisition, technical support, equipment storage, equipment maintenance) will support your teaching, research, or service activities? Please describe or identify actual technological services.
4. What technology would you like to learn about that would support your teaching, research, or service activities?

Thank you for your participation. After we receive all the data from the six departments, the Committee will identify themes and construct a plan, which will be announced during the spring term.

- Adobe Acrobat Professional
- Anti-Virus Software
- Audio Editing
- Audio Transcription and Recorders (e.g., Via Voice)
- Bibliographic Programs (e.g., EndNote)
- Blackboard (including CGO=Community functions)
- Database Software (e.g., FileMaker Pro, Access)
- E-Mail
- Handwriting Recognition
- Instruction On-Line (e.g., WIMBA)
- Movie Making
- Qualitative Analysis (e.g., N*Vivo)
- Quantitative Analysis (e.g., SAS, SPSS)
- Powerpoint presentations
- Photo Editing
- Online Surveys (e.g., Survey Monkey)
- Server
- Spreadsheets
- Test Writing Programs (e.g., Respondents)
- Video recording equipment
- Webpage construction/publishing
- Wireless (Bluetooth)
- Word Processing
- Other