ITCO Minutes 3/17/08

Present: Tiff Adkins, Gail Rathbun, Steve Carr, Linda Meyer, Judith Garrison, Lee Peitzman, Sue Mau, Eric Vitz
Absent: Richard Strong
Resigned: Brandon Smits, Student Representative (no replacement as yet)

Meeting convened at 4:05 pm in KT 101.

Gail reported that Joseph had not been able to convene the LSP sub-committee to work on its project, so he had nothing to report.

Tiff showed us pricing and a picture of the 2” cobra clip on which we could put the URL of our TLT web-based index to instructional technology. The committee thought the clip alone, exclusive of the little case (?) would be fine. The cost of 2000 clips would be 1860, not including a design charge, which was thought to be under $50.

Tiff reported on the TLT Information dissemination project. We discussed the mock-up that he prepared, in which the main categories of FAQs are shown in the left-hand menu. [http://users.ipfw.edu/adkinst/index/tech2.htm](http://users.ipfw.edu/adkinst/index/tech2.htm) We decided to show the list of FAQs to new faculty members and to current faculty members as well as support staff (ITS User Technology Support and DCS staff?) to determine if there were additional questions that should be added and to verify that the questions we have are good ones.

Linda volunteered to ask new faculty members and Sue Mau volunteered to ask current faculty. Eric volunteered to show staff the FAQs. All were to send Tiff any additional questions or changes by March 31. When that activity is complete we will assign to each other different categories of questions to find the answers to. Once we have our content in place we can locate a web developer to put it online. We will have to get to this point in development to know which URL to have printed on the cobra clips.

Steve, Tiff, and Gail presented an idea for a Fall Technology Showcase on August 29 in Walb, at which our cobra clip with the web page URL would be presented. The committee thought that there would not be enough intrinsic motivation for attending this event and that the time frame was too short. The committee thought that perhaps having the event in the spring semester might work better.

Steve suggested that our clips could be distributed at convocation, not at a booth, but attached to the folders which are placed on each chair. This would insure that almost all faculty would have this information. Steve was assigned to find out who organizes the convocation.

Gail said she would contact ITPC to get on the April 17 or May 12 agenda to present our proposal again with the details we have been able to add.

The next meeting will be at 4 pm on April 14, 2008 in KT 101.

Meeting adjourned at 5:10 pm