

Academic Technology Advisory Committee Meeting

Minutes - April 26, 2017

Present: Stephanie Grote-Garcia, Ana Gonzalez, Cheryl Anderson, Hank McDonnell, Jeanne Scott, Jean Dols, Glenn James, Amy Crocker, Carlos Garcia, Neil Schroeder, Liza Bazley, and Ann Alexander.

Classroom Technology:

- There will be a laminated quick reference guide posted in every classroom. The guide will have the helpdesk phone number (210-829-2721) and explanations of equipment use.
- It was mentioned that the quick reference guide can be added to the Instructional Technology webpage as well.
- A schedule for classroom equipment checks is currently being made. The goal is to identify time slots in which rooms are not in use.
- Currently there are three AV student workers doing the equipment checks.

The Help Desk:

- The Help Desk is now managed by Christina Phillips.
- The help desk is open 7:00am-7:00pm with a 24-hour outsourced hotline.

Email:

- Many individuals recently experienced block emails. This issue seems to be resolved. If anyone experiences this, please contact Neil Schroeder.

Turn It In:

- The possibility of getting *Turn It In* was discussed. It was determined that the possible purchasing of the product will be reevaluated.

2017-2018 Chair:

- Jean Dols will serve as the 2017-2018 chair of the Academic Technology Advisory Committee (ATAC).

Office 365 Update:

- There are training and workshops planned. More information is available on the instructional technology webpage. There will also be cards given to faculty that feature the dates of upcoming trainings.