**Kent State University**

**Technology Advisory Council**

**Co-Chairs**: Julee Henry & Matt Starcher

**LDES**: Brian Barber & Pena Bedesem

**TLCS**: Karl Kosko & Joanne Dowdy

**FLA**: Rosie Gornik & Chuang Ning

**HS**: Derek Kingsley & Kele Ding

**Staff**: Tom Stafford

**Administration**: Annette Kratcoski

**Graduate**: Amanda O’Mara

**Undergraduate**: James Yarbrough

**April 6, 2016**

**Meeting Minutes**

**Submitted by Rosemary Gornik**

Members Present: Derek Kingsley, Kele Ding, Matt Starcher, Julee Henry, Joanne Dowdy, Tom Stafford, Annette Kratcoski, Chuang Ning, Rosemary Gornik, Brian Barber

Members Absent: Pena Bedesem, Karl Kosko, Amanda O’Mara, James Yarbrough

1. Minutes from December 2, meeting unanimously approved
2. Discussed the vision and the mission
	1. Collaborate on the vision statement in Google Docs to refine and finalize by April 20, 2016
	2. Send to Dean Kretovics by Monday April 25, for approval
	3. Laura Taylor will place this as an item on the May Leadership Team agenda for Mark to make sure we have their approval
	4. Julee and Matt will talk to Mark to ascertain the scope of this committee; specifically, are we to include the technology needs of staff in our planning and budgeting.
3. Inventory
	1. Goal: Submit to website a list and images that clearly outlines exactly what technology exists in each classroom by August 19, 2016
		1. IRC has an inventory of technology
		2. The online scheduler has a list of technology for the computer labs
		3. We do not have a list if technology for what is in each classroom
		4. We will try to emulate what Aaron Near started with pictures and a list
		5. We have 5 buildings for EHHS that need to be considered
		6. EHHS Homepage; Room Scheduling (at the bottom); set up an account; log in;
4. Needs assessment
	1. Wait to do in the fall of 2016
	2. Julee and Matt will put a line item in the 16-17 budget for these needs, even though we are we do not have a specific list
	3. We will create a faculty and staff survey in August-September 2017, and launch the survey in November.
	4. Task a sub-committee with this action item.