

Faculty Advisory Committee on Technology (FACT)  
Organizational Meeting Minutes  
Tuesday, 5/6/2014  
11 AM– 12:00 PM

**Committee members attending:**

- Lesley Farmer (Chair) - Prashanth Jaikumar – Francine Vasilomanolakis – Janet Foster – Roman Kochan – Jessica Pandya

**Discussion items:**

1. Following up on a call for tech tip ideas from the last meeting in April, Lesley Farmer and Francine Vasilomanolakis presented some tips for conducting webinars in 2 languages using software such as Elluminate. Tips included effective use of a translator, brief demographic survey and managing the Q&A session. Also, link to the tech tips site is now updated with latest information.
2. It was suggested to have Tom Enders from Enrollment Services visit in the Fall to update the committee on the roll out/progress of e-advising. The new system is expected to improve upon existing communication between advisors and students and promote timely student progress.
3. Library Dean Roman Kochan mentioned an imminent deal with a company to acquire a diverse database of course e-books for use by students. This is expected to reduce the cost of course materials for several students.
4. Francine Vasilomanolakis opened the discussion on ongoing efforts at rubrics for evaluating current online courses, including instructional design and multimedia integration. Also mentioned imminent rollout of an improved beachboard (help menu items etc.).

NB. The next meeting of the FACT meeting in the Fall will have a new Chair as Lesley Farmer is not continuing on the committee.

Respectfully submitted for review on 5/28/14

Prashanth Jaikumar