KENNEBEC VALLEY COMMUNITY COLLEGE

INSTRUCTIONAL TECHNOLOGY MEETING MINUTES

Date: November 3, 2014
Time: 1:00 PM
Place: Carter Hall – Room 226

Present: Mark Kavanaugh, Kevin Casey, Jon Connolly, Marcia Parker, Marge York, Michael Campbell, Marie Bolduc, Stephen Larochelle, Mike Paradis, Barbara Bartley, Jim Guillmette, and Lisa York-Lemeling.

Absent:

TOPIC	DISCUSSION	ACTION
History of the IT Committee	Mark Kavanaugh reviewed what had been done in the past on the committee in respect to software purchases, online instruction, online training, and possible online certification requirements.	Information packet outline disseminated.
Scope and Structure of the Committee	Mark opened discussion regarding what should be the scope of the IT Committee. 1. Marie Bolduc expressed there is a need to create definitions for courses that are hybrid, technology enhanced, and completely online. 2. Mike Paradis commented that there is a need for online assessment of a course before it becomes accessible to students. 3. Steve Larochelle feels some focus should be on the integration of mobile technology (computing devices) – M-Learning. 4. Steve Larochelle also added the need for more professional development in the areas of technology. 5. Mark - review best practices and committee's approach to delivery. 6. Kevin Casey – focus on academic technology with a broader perspective that includes research. Consider adding a student to the membership. 7. Mark – how effective are we at gathering data and then applying what we have learned.	Committee to define hybrid, technology enhanced, and true online.
Proposal for the Standardization of Blackboard	Mark reviewed his proposal and explained that minimum requirements and expectations should be in place for all blackboard courses. Marge York commented that each department should be able to have the blackboard structure they prefer as long as it meets the	Committee to review standardization proposal and report back at next meeting. Members to meet

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Next meeting to be announced by Mark Kavanaugh	format requirements and minimum standards. Kevin Casey commented that each department should have their own autonomy. Each member should review with their respective departments. Jon Connolly reminded the committee that whatever was developed will need to go to the Faculty Senate for review. Respectfully submitted, Marge York	with their respective departments to review and comment on proposal. Each department representative to come back with what their templates will include.

Respectfully submitted,