CEPS Technology Committee Meeting Minutes

Thursday, March 21, 2002 - Student Teaching Conference Room, Buzzard Hall, 10:00am - 11:00am

Present: Pat Fewell, Tom Grissom, Bev Findley, Billie Friedland, Mary Greenlaw, Denise Reid representing ELE, John Pommier representing REC

The February minutes were approved.

Agenda

I. Faculty Technology Use Survey - update
   June 2002 Techshare Planning Session for results and future planning

   Update: Approximately 50 percent of the Faculty Technology Use Surveys have been returned. Last year the return rate was around 60 percent. Please encourage faculty members to complete and turn in.

II. CEPS Technology Plan
   Input starter questions
   needs of faculty - Opportunities for input

Group discussed a two page handout of starter questions and narrowed the choices down to four questions. The majority felt that more faculty would provide input if the number of questions were kept small and open ended. We are already getting much needed information from the faculty technology use survey and the questionnaire is designed to be much more open ended asking for faculty opinions and input. It was suggested that the open ended questions could be put online and an email sent to all CEPS faculty that would allow them to simply click a link and they would be taken to a form to fill out the questionnaire and press a submit button to record their responses.

The questionnaire should only require about ten minutes of a faculty members time. The questionnaire is a major way faculty can provide input to help shape the CEPS technology plan. Tom will work on the electronic form for submission and then email CEPS Tech Committee members when ready so that each department representative can forward the message with link to their respective faculty members. Please encourage faculty input.

The group also had a discussion on how to build upon the Student Technology Proficiency and next steps for building in systematic technology skills throughout programs and meeting state and national standards. It was also suggested to survey students similar to what we have done with the faculty technology use survey to get baseline data of student technology use. Pat Fewell mentioned that the Design of Professional Education committee will be having a half day meeting on
April 26\textsuperscript{th}, 2002. The group discussed the issue of tech skills and curriculum and that the departmental level is responsible for curriculum decisions. The CEPS Tech Committee is very interested in assisting departments and other committees in any way we can to integrate technology skills and assist with assessment mechanisms to help fully integrate technology across programs. This is one area that the Technology Plan can help with by coming up with a plan on who is doing what and when with a longer range vision and benchmarks for progress along the way.

II. Student Technology Proficiency (STP) Update
Mary Greenlaw’s and Cheryl Warner’s SED 2000 classes are continuing to take the STP. This should be completed in mid April. We are assisted by two graduate students to help proctor the proficiency from the Reading Center. Cindy Rich is also available to tutor students who need additional help with basic technology skills.

III. TechShare Professional Development Opportunities Update
Be sure to check the Techshare Calendar of events at: http://www.eiu.edu/ceps/techshare/
There remain many opportunities for faculty to obtain training related to teaching, learning, and technology this semester including open sessions for drop-by technology support. Input from the past has suggested that fewer offerings be held over the summer. If a particular department would like to schedule something over the summer we can offer training on an as needed basis.

IV. Old Business

V. New Business

Next Meeting Schedules
The next meeting was scheduled for Thursday, April 25, 2002 at 1:00pm in the Student Teaching Conference Room, Buzzard Hall. Please mark your calendars.

Meeting was adjourned at 11:00am