

**TAG Committee
Meeting Minutes
October 22, 2007
Monday 11:00
Presidents Conference Room**

Present: Debbie Stodberg, John Davis, , Laura Little, Frank Diller, Angie Burdiss, Connie Golden, Jim Falter, Tanya Judd-Pucella, Dave Makuch

Absent: Phillip York, Dave Mader, John Davis, Taran McZee

Minutes from last meeting approved and accepted.
Will send to Greg Delemeester

Old Business

- Public Fax report from Angie
 - Career Center no
 - Peoples news - \$2.00 first sheet \$1.00 each additional – Talked to Phillip York (stu Rep) about Fax – FAX is becoming old school – other ways to send documentation through emails PDF as attachments
 - Some departments make this available to students if it's in their major
- PerceptIS report – Debbie indicated that up and running fine – Tiered program – 70%+ of calls answered and taken care of at first level – Those not taken care of go to Tier 2 which is our technicians. Everything needs to be called into the helpdesk at 4860 in order to keep track of documentation and to register a ticket.
- CMS review Laura – Presentation tool info session – google.docs is web based to use with PowerPoint – if anyone is interested she can get more information
 - Looking at various software to try out.
 - Sub Committee set up for this: Connie Golden, Dave Makuch, Laura Little and Angie (if additional help needed)
- Webinar – blackboard – Laura/Connie – didn't address any of the questions they had
- Helix server – Laura – problems with server
 - *Gary will rebuild computers in library make sure settings are correct and in the modern language lab
 - Issues with using helix on big screen to teach whole class
 - Intended to be used on individual computers
 - Only available to those enrolled in WebCT class
- TAG – who are we
 - Angie will write a revision about what we need to be doing

New Business

- MC Website – if anyone is revising website they need to contact Frank Diller (Webmaster)
 - If new template for library need to get info to Frank
 - Communicating to larger campus when changes happen

- Color Printers on campus for student use – ARC has one but issues about paying
 - Discussion followed about adding charges to students bill by having them use their ID to make copies
 - Currently no color printers are available for student use.

- Ruckus – Phillip York mentioned that students need step by step instructions on how to use it.
 - Connie suggested that the computers in Gilman have Ruckus set up on them for students to try out.
 - Student Life may need to advertise Ruckus more so that students can become more familiar with it.

- Accordent – Laura is looking into this program for distance education (classroom capture)
 - Note: Jim Falter added that it sounds similar to one he used at another location and the problem with it was it used too much bandwidth
- Venue for reporting information from TAG to faculty & students
 - Sending to bounce program

- Student Survey – laptops
 - Discussion about previous surveys followed
 - Frank Diller later sent extensive survey that he conducted 2 years ago providing various information on this and other issues.

Because of time this was tabled until the next meeting

Next meeting scheduled for November 12