

**TAG Committee
Meeting Minutes
April 17, 2009 Friday 2:00
Library Center for Teaching Conference Room**

Present: Angela Burdiss, Debbie Stodberg, Bob VanCamp, Dave McShaffrey, Grace Johnson, Ken Nelson, John Davis, Linda Roesch, Wendy Bartlett, Desira Tornes (Student Rep), Aaron Cowdery

Absent: Chris Craig, Connie Golden, Ryan May (Sabbatical)

Old Business:

- Decision to have 3 faculty members serve on TAG beginning next semester
- Electronic/Technical Equipment for classrooms – This will be continued next year (Connie Golden working on this)

New Business:

- Aaron Cowdery/Ken Nelson – demo about new Portal for Fall 2009 semester
 - Ready to go by: August 1st
 - By: Sharepoint
 - Similar in ways to Facebook
- Ken Nelson – New email system Zimbra coming for Fall 2009 semester
 - Release date for new email will depend on what happens in the summer.
 - Notification will be sent to students and others.
 - Zmail is customizable
 - Announcements easier to submit
 - Still will need to be approved by College Relations
 - Webport looks similar to outlook
 - Has calendar features that can be overlapped with others in dept.
 - Archive feature

Discussion about training for faculty on new technology features for next semester

- WebCT – handled by Linda Roesch
- Other possibilities for training:
 - On line training
 - Staff training sessions in the summer
 - Such as internet workshops when internet first connected at MC
 - Provide hourly wages for secretaries/office coordinators
 - On line training

Other areas: Virtual classroom – voice over IP/recording

- Training – WebX
- Will be discussed later

Meeting Adjourned – Next meeting fall 2009