Present: Mark Baker, Eric Blanchard, William Bowers, Marcia Burrell, Jenny Carter, Nicole Decker, Marcus Durso, Kristi Eck, Benjamin Entner, Brenda Farnham, Susan Fisk, Mike Flaherty, Theresa Gillard-Cook, Laura Harris, Tyrone Johnson-Neuland, Dave Kahn, Raihan Khan, Pat Krauss, Dan Laird, Sean Moriarty, Mike Pisa, Ritu Radhakrishnan, Dave Sargent, Barbara St. Michel, Paul Tomascak, Jenilee Ward
Administrative Support: Kristine Smith

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1) Approval of Agenda – Agenda approved.
   a) Motion to approve, Marcia Burrell; second the motion, Mark Baker. All in favor.

2) Approval of October 12, 2018 minutes – Minutes approved.
   a) Motion to approve, Dave Sargent; second the motion, Mike Flaherty. All in favor.

3) Open Session - Q & A
   a) Marcia - Someone asked me about the WiFi in Wilber, and I replied, it is going to be excellent. Sean - I was at a meeting yesterday in the basement and the WiFi was good. Everything looks really good. Ty's team has done quite a bit, the lower level classrooms are not done yet, but are planned to be completed in the coming weeks. We have discussed potentially having next month's meeting in Wilber. They will have it done and all outfitted by then.
   Marcia - We are excited and I know that CTS has been doing a lot of work and we appreciate it.

4) Committee Discussion
   a) Educational Technology Committee (December 12, 2018 next meeting) (Sean)
      i)   A couple items we will be discussing at the next meeting is the online strategic plan and next generation learning environments (NGLE).
      ii) We will also be discussing the classrooms in Lanigan and if we want to do something with them.

5) ITC Report (Theresa)
   a) We met Wednesday, bulk of the conversation was regarding OER, which will have a report today.

6) Campus Technology Services Report
   a) October was security month, we had quite a few activities, a couple of the main ones were the Phishing Derby and dual authentication, there was less participation than last year as far as entries and speaker attendance. We also know that the training will be coming out shortly. The highest risk area is the Phishing. We are looking to add other areas of the campus into this year's training including Auxiliary Services.
   b) We will begin reviewing TIP grants today. There were 22 applicants. Would like to say we are going to be done in December but that is going to be difficult. We will see what we can do.
   c) A couple of high priority projects are

      i)   Accessibility. We will be announcing the faculty fellowships shortly. Additionally we activated Google Youtube on Monday., November 5 There will be more announcements and we will be doing some training.

   d) Learning Materials, we will be having a couple of presentations today on Inclusive Access and OER.

   e) Sue will be doing a presentation today on the move to Banner 9.

   f) Move to Wilber Tower - We have started to move people in. The first moves were last week, and we have people scheduled to move today and next week. Had a tour with campus concept this week and it looks like people are getting comfortable in their new offices.

   g) Tyler - We are currently doing planning, will be moving some faculty over winter break. Are still some other projects that will come up over winter and will report when we have a better plan.

   h) Printing - We will be implementing a new student print service - Nicole will give a complete review of it in December.

   i) Upgraded the drive - O drive - We will be going to each department and will work with them to move data and make sure everything is configured the way they want. This process will take months.

7) Presentation(s)

   a) The move to Banner 9 (Sue Fisk)

   b) Learning materials update - [Digital Direct Access (DDA)](#) and [Open Educational Resources (OER)](#) (Daniel Laird and Laura Harris)

      i)   Marcia - It is important to note that our efforts are steered towards helping students. E-text is a way for students to be able to afford their learning materials for class and it helps with retention.

      ii)   Kristi - Retention, student learning and affordability is important for students. We will be preparing for Middle States self-study soon and this is very important information.

      iii)   Click here for more information regarding [E-Text](#) and [OER](#).