<div align="center">

Campus Technology Advisory Board
General Membership Meeting
December 13, 2019, 114 Marano Campus Center

</div>

Present:  Mark Baker, Eric Blanchard, William Bowers, Matt Brooks, Marcia Burrell, Jenny Carter, Nicole Decker, Theresa Gillard-Cook, JinYan Guo, Alla Gul, Kristen Haynes, Tyrone Johnson-Neuland, Dave Kahn, John Kane, Raihan Kahn, Julia Koeppe, Dan Laird, Sean Moriarty, Mike Pisa, Ritu Radhakrishnan, Casey Raymond, Dave Sargent, Barbara St. Michel, Joey Tse, Jenilee Ward,

Administrative Support:  Kristine Smith

---

1)  Approval of Agenda – Agenda approved.
    a)  Motion to approve, Marcia Burrell; second the motion, Dave Sargent.  All in favor.
2)  Approval of minutes on November 8, 2019 – Minutes approved.
    a)  Motion to approve, Dave Sargent; second the motion, Marcia Burell.  All in favor.

3)  Open Session - Q & A
    Biology - Had a problem book store ordered what a colleauge ordered instead of what I wanted.  Marcia, solution would be Timber.  Students don't necessarily know how to use the electronic copy, argument is the students prefer to sell back or sell to other students.  Discussion regarding the use of etext vs. hard cover text books.  Sean - One thing we learned is that the terminology - will use the terminology to printed content.  Dave S. - Had an opportunity to see Timber Adopt.  Was an eye opening experience and should set up training with other faculty members.  Met w/Paul at the bookstore, saving each student just under $100 each.
4)  Committee Reports
    Educational Technology Committee (next meeting in Spring)
    ITC Report (Theresa)
    Met on Wednesday.  Discussed Timber Adopt and we got a brief overview on how things were done.  Having the info and seeing Timber Adopt and it will be very beneficial.  Being able to do this and can find the least expensive option of books.  The hope is that we can continue these discussions and have training with faculty.  Sean - It is one point - the Timber program is coming in to replace the registrar's and book stores process.  Will be a tremendous amount of change but there will be benefits in streamlining the process.  Two components to it, there will be two winter breakouts on Timber Adopt and an email campaign.  There is tremendous savings when you are able to get exactly what you are looking for.

7. Campus Technology Services Report (Sean)
    AEFIS - Dean's, and Faculty Assembly will decide the priorities in the rollout of the eight modules.  One of the modules is course evaluations, and we still do bubble sheets, but about 50% are doing their course evaluations through BB.  Discussion regarding the process and where it is/should be going.

8. Presentation(s)
    IT Accessibility (Rebecca Mushtare & Sean Moriarty)

    TIP grant - (Paul Leary)

Description of Paul Leary's 2018-19 TIP grant - This grant supports the purchase of East West's Symphonic Orchestra plugin Pro and Pro Tools. This plugin gives students access to a professional virtual orchestral library complete with samples of every orchestral instrument need to recreate virtual orchestral music. This software supports innovative new courses in film scoring, and midi instrumentation, and assists in fostering partnerships between the music department and departments such as Cinema Screen Studies and Graphic Design. This tool gives students experience is the growing field of virtual orchestral music for visual media.