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# MEETING MINUTES – 10/29/2019

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**In Attendance:** Jennifer Hock, Gabriela Brochu, Edward Corbett, Thomas Dobbert, Chris Quantrell, Jefferson Phillips Retana, Brandy Scarnati, Ygnacio Vazquez, Conrad Wong, Shehara Snow, Ricky Genz, Miguel Diaz-Bonilla, Jimmy Roque

## Item 1: Approval of September Minutes

- The Committee Requested that a few small changes be made to the September minutes. Under Item two, the name of the presenter has been added as well as the wording being changed to present tense.
  - The amount of faculty who took the Tech survey was also clarified. 10% of faculty took the survey and half of faculty who took the survey were requesting smartboards.
- In other Items, the wording was changed from “Seeking” help from Knowbe4, to “Receiving”
- All changes were made

## Item 2: Readspeaker

- WebCollege has been working with the DRC to use Readspeaker on Canvas. This is a text to speech tool. You can use the tool to upload files which can then convert your file into audio files. There are many languages that are offered however, we would move forward with English and Spanish first. There is an admin console that offers metrics on the software so that we could see the use of the tool.
- Brandy will be sending out information on the tool and how to use it. Spring professional development will be offered.
- WebCollege is paying for it on a year to year basis out of their self-supporting budget. This will be going live in the Spring.

## Item 3: Rocketboard Digits

- This app is a tool that helps professors save what they have written on their whiteboard. The software works by capturing the information that is cornered by four Rocketboard stickers. The cost is very low and only 12\$ for the four stickers.
- The biggest fear is losing the stickers and leaving them on the board. The committee has decided to buy a set to give it a try at another meeting.

## Item 4: Viewsonic Board

- The Promethean board is about 4000\$ We want to look at multiple companies so that we can choose the best smartboard. The Viewsonic had some differences including a screen recorder and a stand that was adjustable.
- One Promethean and one Viewsonic will be purchased so that faculty can use both and decide which would be better for the campus. One major discussion is whether we should buy the android software or windows software on the Viewsonic board. The Viewsonic representative live two hours outside of Reno so she would love to come and offer professional development.
- The committee recommends having a cohort of faculty that use the board so that we can gather accurate data on what faculty think on the boards

The boards would stay in locations where professors who want to use the boards teach. The boards are heavy and take some time to move. The goal is to have them in rooms where they would have the most use.

- The representative will be back
- We will see how many we can purchase of each. We definitely want to get one of each

#### **Item 5: Budget Committee Update**

- A RAP request was put in for 20,000. We were only awarded 10,000 for the smartboards
- HSC 115 will be turned into a computer lab. IT will work with facilities to see how many machines will fit into the room
- Additional printers and color printers will be purchased for the Library.

#### **Item 6: Construction Updates**

- Meadowood North has been completed.
- On November 13<sup>th</sup> there is a state wide emergency test. HSC will be closed for the day
- Sound system is currently being installed.
- SIERRA 109 will be refreshed this year because the chairs and tables are over 20 years old.
  - The committee is looking for recommendations on ideas for the space. Adding some glass walls for study spaces is one idea as well as adding glass walls to the room so people
- SIER 206 had a water leak. The water made its way downstairs and only one computer monitor was lost.

#### **Other Items:**

- EDUROAM will be applied to the wireless network because we are an NSHE institution.
- Professional Development will be offered by Jimmy and Martin as the subject matter experts for the smartboards
- A fake phishing email was sent to the college. 86 people clicked on the fake email link. IT is working on gathering data
  - IT will be working to establish training on how staff and faculty can identify phishing attempts.

#### **Dates for Fall 2019**

11/26

10-11 in RDMT 255