# Academic Technology Committee

# Meeting Minutes

## January 19, 2018

## 2:00-3:00

The meeting was called to order and the minutes from the November meeting were approved.

Roz presented the job description for the online coordinator position. After some discussion, a motion was passed to approve the document and move it to Faculty Senate for further discussion and recommendations. Since the coordinator position is already in the CNA, this position should not need any further negotiation. It was suggested that when the next full contract is bargained more specific language be inserted for all of the coordinator positions clearly outlining the compensation as well as the days expected to work when off contract.

Ellie and Roz will present the new guidelines for course development and compensation to Faculty Senate at their next meeting.

Roz mentioned that many administrators and faculty will be attending an OER Summit shortly so new guidelines and procedures for creating open source courses can be distributed to faculty interested in using OER for their classes.

The new software that IT is planning to use for the course development process will be available soon.

The meeting was adjourned.