MINUTES

I. Call to Order
Chair Wright called the meeting to order at 4:00 p.m.

II. Special meeting to discuss APC Review of Form B
Discussion ensued about what are we evaluating and what would be helpful to Academic Planning Commission. We should list the barriers and address what technology the programs want to explore but are not able.

Suggestions:
1. Come up with a questionnaire that would address what we want to report to APC.
2. Look collectively at all of the programs and come up a collective recommendation instead of evaluating on an individual basis.
3. Have one page each for each program to evaluate and one page for the collective information.
4. Have Thrun and Riedle come to a meeting to discuss what they are looking for and have them put something in writing.
5. Concentrate on the requests/responses of individual faculty members not just the program head.
6. Identify issues campus-wide, or among programs, then report to APC.
7. 

Questions:
1. Should we be going back to the departments to ask for more information so we can make better recommendations.
2. Does APC want our solutions and is it a matter of communication or a true problem?
3. What is the criteria needed to meet the requirements?
4. J. Strange presented some main issues he saw when reviewing the engineering forms:
   - Mandated upgrades that impact the functionality of the programs
   - The timeliness of system and software updates
   - Slow downs that happen during peak times for licensed programs and infrastructure programs
   - Liscence cost vs number of labs
• Server permission issues that prevent multiple users having access to software
• General hardware upkeep and standardizations
• Audio visual upgrade or function for uploading
• Having OIT staff that do not know how to use the programs
• Uncertainty of upgrading and are the funds available

Chair Wright will contact APC to address some of these concerns.

III. **Next Meeting Date Thursday, December 12, 2013**

IV. **Adjournment**  
Chair Wright adjourned meeting at 5:00 p.m.

Respectfully submitted,

Kris Wright, Chair  
Lisa Kress, Recording Secretary