Minutes

I. **Call to Order – 4:01 p.m.**

Convener Scanlan called the meeting to order at 4:01 p.m.

II. **Approval of Minutes of March 13, 2014**

Krueger moved to approve the minutes “as corrected”, seconded by Soofi. Minutes approved.

III. **Announcements**

- Scanlan gave a synopsis and history of the prior year AITC meetings.
- AITC’s motion to dissolve has not been finalized by Faculty Senate at this time, therefore AITC will need to continue to meet.
- Three AITC members from each college are part of the IT prioritization team.

**Committee Reports**

1. **ITS** (S. Traxler)
   - October 26 the email transition will take place, there will be many emails sent keeping everyone informed of the status.
   - Technology projects that take 24 hours or time or more than $5,000.00 are approved three times a year. Spring deadline ends Friday September 12, 2014.
   - In the process of clarifying what software is needed in classrooms or labs.
   - Pass express rolled out this fall, watch for more information in the IT newsletter.

2. **MTS** (C. Garrity)
   - Room 212-214 have been updated.
   - Collaboration stations are ready (motorized tables) and in use.
   - Doudna 145 was renewed/renovated to a high digital room.
   - All classrooms that had been damaged due to the tornado have been successfully updated and are in use.

3. **ICET** (Regina Nelson)

   Report given by Traxler.
IV. **Unfinished Business**

1. **Proposed Annual Program Review Tool** (attachment included in email)
   Postponed until next meeting, Scanlan will review with APC to see if there is a need for AITC’s input.

V. **New Business**

1. **Verify webpage member information**
   - Reviewed membership website.

2. **Responsibilities and Membership** (attachment included in email)
   - Scanlan will update a few things and then review at the next meeting.

3. **AITC representative on APC**
   - **MOTION:** Soofi moved that Scanlan represent APC, seconded by Black. Motion carried.

4. **Election of chair**
   - **MOTION:** Soofi nominated Scanlan for chair, Scanlan accepted, seconded by Krueger. Motion carried.

5. **Other Business**
   Traxler would like volunteers from AITC and each college for the ITP Educational Technology Committee, Amanda Trewin from BILSA volunteered to be the representative, John Goomey volunteered to be the representative from EMS and Chair Scanlan will ask if Lindsay Hollingsworth would like to volunteer from LAE.

VI. **Next Meeting Date Thursday, September 25, 2014**

VII. **Adjournment 4:46**
Chair Scanlan adjourned the meeting at 4:46 p.m.

Respectfully Submitted,

Thomas Scanlan  
Chair

Lisa Merkes-Kress  
Recording Secretary