

Technology and Library Faculty Committee Meeting Minutes
Monday, March 16, 2015
12:00-1:30pm
Administrative Conference Room. #102

Committee members present:

Teresa Richter (recorder), James Adabor, Chuck Ciampaglio, and Sharon Showman (chairperson).

Guests present:

Sandi Holdheide (Director, LC Student Services & Public Relations), Jill Puthoff (LC Admissions/Public Relations Specialist), Cindy Berelsman, Lecturer, Information Technology/Business Technologies, Teresa Richter, Instructor, Graphic Design & Multimedia

- I) Sharon Showman called the meeting to order at 12:00 pm.
 - a. Welcome to Guests
 - b. Minutes were accepted

- II) Current Work of Committee
 - A. Discussion of Lake Campus website and social media
 - a. Sandy described the process of order of flow that the LC website is handled. All changes and design on the main specific parts of the website is handled at the Dayton campus location. There is certain areas of the website that may not be changed due to a consistent design that Dayton has developed. These being the header, tabs, sidebar and the footer. The main content area is available for us to openly change up with new material, such as news, video, or any other content.
 - b. Discussion on the directory was addressed. It is very difficult to find the location of the professors. Sandy said after a survey was given it was resolved that most students use Google to find the name.
 - c. Sandy explained to change something for the LC Website is that the order of workflow is that the request from the Lake Campus member goes direct to Jill for change and Jill can put a work flow in and then Dayton completes the request.
 - d. It was mentioned that any major changes on the catalog are on a 6-month freeze.
 - e. Many members felt that the identity of the Lake Campus is lost or a small entity on the Dayton website. The actual location is halfway down on the side with a heading of..."Looking for the Lake Campus?"
 - f. Committee came to a conclusion that better user interface design would be more beneficial to the needs of the students and to the visitors of the Lake Campus if we had our individual tab at the top of the page.
 - g. Social Media needs can be brought to the attention of Jill. She will be willing to help any faculty or organization member set up their own Facebook, Twitter, or any other social media account up for use to

promote their program or organization. She will be willing to help only in the initial set up not for on going material feeds.

- h. Committee members and guests discussed the need of additional student workers to aid the faculty in these extra needs of social media and web development.
- i. Sharon agreed to have a discussion with Dean Bonnie Mathies on what the committee feels would be beneficial to helping these issues with support of student workers in these areas.
- j. Sandy mentioned that if faculty observes any inappropriate social media out there with Wright State University as an issue to bring it to their attention immediately for resolution, but to remember most of the time the university can do little about it due to “free speech” issues.

B. Discussion of Lake Campus posters and graphic consistency needs

- a. Cindy Berelsman brought the attention that the Graphic Department on campus is for the purpose of instruction and program development. Although the department and the students get great beneficial experience from the posters it really needs to look into being a full paid staff position because of the overall bearing time it takes being run through the graphics department. This individual could possibly be a position that could handle not only posters and graphic needs but also the needs of the web and software technical needs discussed earlier in the meeting for every faculty and staff member. A great idea to look into either A) an ideal candidate for full time staff position or B) a student that could be paid to be a marketing/technology and design intern for all departments.
- b. Sharon will also speak with Dean Mathias on behalf of the committee about this issue.

III) Follow-Up Work of Committee

- a. Mike Baxter will be making a report at the Faculty Senate meeting on March 19.
- b. Social Media Manager LC Workshop – Sharon attended. Reported on the Sprout Social app downloaded on her phone and it’s purpose of use.
- c. Student Printing Allowance per Semester- still to be reported.
- d. Study social are on campus-ongoing.
- e. Representation of committee for the Library/Technology areas of new building project/model- ongoing.
- f. Representation on search committee for LC library/learning center personnel-on going.
- g. New structure for K Drive- Sharon and Megan are working together to resolve the clean up of this drive. Ongoing.
- h. IT personnel available on weekends as population of residential students increase. Ongoing.

IV)

- V) Future Work of the Committee
 - a. Technology in classroom survey
 - b. Planning the Fall Dunbar Library programs on the Lake Campus
 - a. Next meeting is set for April 20th at 12-1:30 Room 102.

VI) Adjournment - at 1:00pm

Respectfully submitted,

Teresa Richter, Recorder