



College Assembly

Educational Resources Task Force

Minutes and Correspondence

2007-2017

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Minutes – September 18, 2008
Educational Resources Task Force

The following members were in attendance:

Susan Altman, Gregory Petrie, Kathy Shay, Steven Rowley, Renina Powell, Leonard Gallo, Jane Ostacher, Eddie Onyschak, Frank Burke

The following members were excused:

Lewis Ostar, John Mondano, Joseph Vastano, Brian Richards, Louis Marius, Christopher Spanos

Nomination, discussion and election of Task Force Chairperson:

- Susan Altman was elected the chairperson of the task force

Discussion of Current Charges: We looked at the three new charges for our task force.

- Regarding the first charge – we will all bring information to the next meeting about how MCC currently communicates course information to students and will discuss new ideas. We noted the following: course descriptions are not always accurate on campus cruiser and in other places. We need to update information. A lot of information is out of sync.
- Regarding the second charge – Steve will check with the chair of curriculum task force and report back to us.
- Regarding the survey – We need to look at last year's survey and decide what new questions/updates we need to add to this year's survey.

The following meeting dates were chosen for the 2008 – 2009 Academic year:

- October 16, November 13, January 22, February 12, March 19 and April 9

The meeting was adjourned at 3:15 PM.

Agenda – October 16, 2008
Educational Resources Task Force

- Approval of Minutes from September meeting
- Dates of Meetings: October 16, November 13, January 22, February 12, March 19 (needs to be changed) and April 9
- Report on Past Charges
- Discussion of first charge “Consider the most beneficial means to communicate course information (such as standardized course outline template) to students...”
- Discussion of second charge “Work with Task Force on Curriculum...”
- Discussion of third charge “Conduct a survey of the teaching faculty...”
- Other Suggestions/Ideas

Minutes – October 16, 2008
Educational Resources Task Force

The following members were in attendance:

Susan Altman, Leonard Gallo, Louis Marius, Eddie Onyschak, Jane Ostacher, Lewis Ostar, Gregory Petrie, Nick Picioccio, Renina Powell, Brian Richards, Steven Rowley, Kathy Shay

The following members were excused:

Frank Burke, Tara Davis, John Mondano, Christopher Spanos

We discussed last year's recommendations. Susan will check into why the color printers were rejected and what is happening with wireless.

Discussion of Current Charges - Charge #1: *Conveying course information to students*

- Faculty are currently working on learning outcomes to be published
- Suggestion of mini-catalogue for each major – however we are moving away from paper
- Campus cruiser is not always updated to match the catalogue, which is important and must be kept up to date
- What information do we need? Where should it be? How do people find it?
- We need to make information more accessible, and have a standard design for this information
- Lewis will have his staff do some research on the other 19 community colleges. How consistent is it? How deep do they go?
- Who updates it? How often?
- Campus cruiser – there are workshops to help students navigate this
- We will review findings at next meeting to discuss how best to convey information to students

Discussion of Current Charges - Charge #2: *Help with curriculum approval process*

- They do not need our help at this time.

Discussion of Current Charges - Charge #3: *Survey of faculty about technology*

- At this point Media Enhanced Rooms are about 75% on campus.
- Urban centers – Perth Amboy 100%, New Brunswick around 30%
- Discussion regarding last year's survey and reviewed results
- This year's survey additions: "would not use" as an option and "podcasts"
- We will send out the survey as soon as possible

- We will discuss the results when they are available

The meeting was adjourned at 3:15 PM.

Minutes – November 13, 2008
Educational Resources Task Force

The following members were in attendance:

Susan Altman, Frank Burke, Leonard Gallo, Eddie Onyschak, Jane Ostacher, Nick Picioccio, Renina Powell, Brian Richards, Steven Rowley, Kathy Shay

The following members were excused:

Tara Davis, Louis Marius, John Mondano, Lewis Ostar, Gregory Petrie, Christopher Spanos

Guest: Christine Harrington

The minutes were approved. The April meeting was changed to April 16, 2009.

Report on wireless: The wireless project on campus is starting with cafeteria A.

Discussion of Current Charges - Charge #1: *Conveying course information to students*

- Christine Harrington reported on what curriculum is working on regarding this charge and have come up with a course abstract form that will include learning outcomes. They would like our help in deciding how to provide this information to students to help students make better decisions regarding classes. They plan on sending this format to college assembly.
- We looked at the website – search for classes section in campus cruiser.
- Brian Richards thinks the description comes from colleague to campus cruiser. David Hoff makes the website. The source file should be in colleague.
- Registrar feels it is the department's responsibility to get the information correct.
- We decided to make a flow chart to see how information gets from one place to another. Brian Richards will look into what is the central source and talk to David Hoff about it, and make the chart for the January meeting.

Results of technology survey:

- 164 responses have come in as of the morning of the meeting. Most were from adjuncts and 20 from full-time faculty. Brian sent out a second email and received more responses from full-time faculty. Many responses were discussed.
- Clickers – interest but a software problem with these. Would need to spend approximately \$1000 per class to get better ones.
- Main priority was wall switches and projectors.
- Results were discussed and the following recommendation was written and sent to the December meeting of the college assembly.

The following recommendation was sent to college assembly for the December meeting:

Charge:

Conduct a current survey of the teaching faculty and administrators in order to update their future technological needs of classrooms and labs. Make a report to the assembly and any appropriate recommendations.

Recommendation:

Based on the results of the 2008 Technology Survey for Teaching and Learning, we recommend the following:

- Upgrade classrooms with ceiling-mounted projectors to include wall switches and audio.
- Continue to increase the number of media enhanced classrooms on campus and the urban centers with the eventual goal of completing 100% of all classrooms.
- Continue to increase the number of flexible computer labs on campus that are available for general and/or occasional use for both lab and classroom applications.
- Streamline the procedure for scheduling computer labs on campus and communicate this procedure to department chairs and faculty to make the existing computer labs more accessible for their classes.
- Continue workshops for faculty and staff to learn about the technologies that are available for their use and learn how to use these technologies to support teaching and learning on campus.

Rationale:

In October 2008, a survey was sent to all adjunct and full-time faculty and administrators on campus asking respondents to indicate their use and/or needs for a wide variety of educational technologies. The list of technologies included computer/video projectors, computer labs, Internet, clickers, interactive whiteboards and other resources for teaching. There were 164 respondents to the survey.

The first part of the survey addressed a list of technologies with 5 responses: I use with my class, I would if available, I want to learn about, I have not heard of and I would not use. An overwhelming majority of the respondents used computer/video projectors (62.4%), computer labs (45.3%), and the Internet (67.1%).

While 62.4% used computer/video projectors in the classroom, another 20.4% would use them if they were available and another 8.3% want to learn more about using them in the classroom. We found similar results with computer labs. For example, 45.4% used computer labs, while an additional 23.4% would use them if they were available.

The second part of the survey allowed the respondents to comment on their technology needs. Many of the comments addressed the need for more media enhanced classrooms, projectors, clickers, wireless and labs.

The above recommendations continue to address the technological needs of the faculty in order to support teaching and learning on campus and ensure student success.

Agenda – February 12, 2009
Educational Resources Task Force

- Approval of Minutes from November meeting
- Update on Past Charges
- Discuss first charge: “Consider the most beneficial means to communicate course information (such as standardized course outline template) to students...” Are we ready to make a recommendation?
- Other Suggestions/Ideas
- Our next meeting is March 12, 2009 in JLC 209 at 2 PM

Minutes – February 12, 2009
Educational Resources Task Force

The following members were in attendance:

Susan Altman, Louis Marius, Eddie Onyschak, Jane Ostacher, Lewis Ostar, Gregory Petrie, Nick Picioccio, Renina Powell, Kathy Shay

The following members were excused:

Frank Burke, Tara Davis, Leonard Gallo, John Mondano, Brian Richards, Steven Rowley, Christopher Spanos

The minutes were approved.

Discussion of Current Charges - Charge #1: *Conveying course information to students*

- Students said they used “my classes” for information for current students.
- We felt that for non-students information was hard to find.
- Registrar is looking into improvements on website. We decided to invite Aretha Watson to the next meeting. (Louis Marius will contact her)
- We noticed several improvements on the site (staff directory is on student part now)
- We still see discrepancies from department sites to main website – what is the process? Who updates? We feel that all information must be uniform in one data source.
- We see that several other committees are working on the same charge – Susan will contact Christine Harrington to see where they are and community concerns.
- Nick will look into “Blue Ribbon” websites of colleges (look at Rutgers too) and send us the list to examine before our next meeting.

Additional potential charges:

- We discussed other potential charges. Students brought up the need for more tutoring on campus. Susan will look into whether this should be one of our charges.

The meeting was adjourned at 3:20 PM.

REMINDER: The next meeting is March 12 at 2 PM in JLC 209.

Middlesex County College
Edison, NJ 08818

Educational Resources Task Force
Meeting Summary

September 25, 2009

Attendees:

Linda Attuh	Frank Burke	Donna Gardner
Paul Hornak	John Mondano	Nick Picioccio
Brian Richards	Steven Rowley	Kathy Shay

Minutes:

1. The meeting was called to order by Frank Burke.
2. This year's committee chairperson, Nick Picioccio, was selected.
3. Nick Picioccio facilitated the remainder of the meeting.
4. The following meeting dates for the 2009-2010 academic year were agreed upon to occur at 2 PM:
 - a. Thursday, October 8, 2009
 - b. Thursday, November 12, 2009
 - c. Thursday, December 10, 2009 (This meeting or January 28, 2010 will take place)
 - d. Thursday, January 28, 2010 (This meeting or December 10, 2009 will take place)
 - e. Thursday, February 11, 2010
 - f. Thursday, March 11, 2010
 - g. Thursday, April 8, 2010
5. This year's Educational Resources Task Force Charges were casually discussed:
 - a. Survey the college community for feedback on what resources / items should be preserved in the library's archives. Make appropriate recommendations.
 - b. Explore the availability of E-books and electronic book readers. Make appropriate recommendations.
 - c. Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.
6. Discussion of what was believed to be charges and their status from the last academic year began in the following areas:
 - a. Media enhanced classrooms
 - b. Wireless access across the college campus
 - c. Email and Campus Cruiser storage
7. The following suggestions were made:
 - a. To retrieve the status of the 2008-2009 academic year's task force recommendations from the College Assembly
 - b. Look at what the ATEC committee is working on and establish possible linkages where appropriate
 - c. Look at tools available at minimal if any cost that could be used at the college, such as:
 - i. Twitter
 - ii. Google documents
 - iii. Google Apps
 - iv. Microsoft Live

8. New ideas that potentially could evolve into charges for the task force and then into recommendations:
 - a. A campus wide service level agreement with Information Technology Department
 - b. Requesting additional support from the Freeholders to enhance the education process
 - c. Assess available grants being made available to county / community colleges from the Obama Administration for educational enhancement

Next Meeting:

Thursday, October 8, 2009
2 PM
Room IR130

Meeting Summary prepared by:

Nick Picioccio, September 27, 2009

**Middlesex County College
Edison, NJ 08818**

**Educational Resources Task Force
Meeting Summary**

November 12, 2009

<u>Attendees:</u>	Brenda Cavanaugh	Tom Fagan	Paul Hornak
	Edwin Onyshcak	Nick Picioccio	Brian Richards
	Steven Rowley	Kathy Shay	

Minutes:

1. The meeting was called to order by Nick Picioccio.
2. Discussion was centered around the idea that the committee would present a status report to the upcoming College Assembly meeting in December.
3. In regards to the charge on investing the use of E-books and related equipment:
 - a. Two e-book reading devices were possibly coming to the college for consideration of their use as per the IT department
 - b. A suggestion was made not to use a proprietary product
 - c. Possible used of the Kindle product was discussed
 - d. A major issue regarding e-books is to determine if there will be a universal file format that can be read by different e-book products
 - e. The Textbook Affordability committee will be questioned about their views and progress are about e-books
 - f. For College Assembly, it will be reported that there is a need to determine the standards of what is needed for effective use of e-books
 - g. Online software tools for reading e-books were discussed. Two tools are: Vital Source and CourseSmart
 - h. Other e-book issues discussed include:
 - (1) Electronic rights
 - (2) Perpetual rights
 - (3) License agreements for term use
4. In regards to the charge of the archives to be kept at the library:
 - a. The library staff will be re-requested to provide a list on what they are currently archiving
 - b. Our committee will help the library staff to develop a survey to find out what the college community would like to see archived
 - c. For College Assembly, it will be reported that we have met with the library staff and are in the process of collecting a list of the current archives and are in the process of planning the development of a campus survey regarding archives.
5. In regards to the charge of discussing the status of last year's recommendations from this committee:
 - a. For the media enhanced rooms:
 - (1) The college now has 12 additional media enhanced rooms (11 classroom and 1 meeting room)

- (2) 8 rooms have now been upgraded to include wall switches and ceiling mount projectors.
- (3) A media enhanced classroom includes the following:
 - (a) Ceiling mounted projector
 - (b) Speakers on the projector
 - (c) Wall switch to control the projector and audio control
 - (d) CD/DVD player
 - (e) Some rooms include flip top tables to change surface of the table from a monitor to a flat desk top
- (4) 16 additional rooms have been requested to become media enhanced for this academic year.
- (5) Standard practice for the future is to refresh computer labs with flip top desks.
- b. For workshops for faculty and staff to learn about technologies:
 - (1) CELT is running some technology workshops and is developing technology mentors
- c. The remaining status of the recommendations will need to be researched further
- d. For College Assembly, it will be stated that we are still determining the progress of last year's approved recommendations.

Next Meeting:

Thursday, December 10, 2009
2 PM
Room IR130

Meeting Summary prepared by:

Nick Picioccio, November 30, 2009

**Middlesex County College
Edison, NJ 08818**

**Educational Resources Task Force
Meeting Summary**

December 10, 2009

<u>Attendees:</u>	Brenda Cavanaugh	Donna Marie Gardner	Paul Hornak
	John Mondano	Edwin Onyshcak	Nick Piciocchio
	Kathy Shay		
<u>Guest:</u>	Esther Young		

Minutes:

1. The meeting was called to order by Nick Piciocchio.
2. In regards to the charge of the archives to be kept at the library:
 - a. Esther Young of the College Library staff provided a copy of what is currently archived in the Library.
 - b. Esther discussed that some colleges list their archives on the web.
 - c. Esther agreed to help our committee develop a campus wide survey regarding the archives.
 - d. At MCC, the archives are currently grouped and categorized in a similar format to several other surrounding colleges.
 - e. If we put the archives list on the web, someone would have to maintain the list to keep it current.
 - f. Our current college web site is being maintained, and not greatly enhanced at the moment. So, adding the archives to the web may take some time depending on the functionality of the list.
 - g. Our future college web site will be based on a separate web server and a separate database server as per Ed Onyshcak.
 - h. In order to determine what should be archived, it was agreed that a survey would be developed and placed on the online site Survey Monkey since the college has an account for it. This will allow as many people as possible from the college community as possible would have an opportunity to respond to it.
 - i. An archive survey subcommittee was established.
 - i. Members are: Donna Gardner, Kathy Shay, Esther Young, (and hopefully Brian Richards).
 - ii. Before our next meeting, the committee will be trying to put together (and sharing before the meeting) a draft of the survey to go out to the college community.
3. In regards to the charge on investing the use of E-books and related equipment:
 - a. It was discussed that there is also a Textbook Affordability committee that may be discussing this issue at some point. This committee has met twice so far as per Kathy Shay, who is also on the Textbook Affordability committee.
 - b. There are two e-book readers on order: one for the IT department and one for the bookstore. These devices were ordered without this committee's involvement and appear to be going to be used for evaluation and support purposes.

- c. Discussion about the different types of e-book reader hardware identified several known vendors: Amazon, Sony, and I-Pod Touch.
 - d. Some news and media articles suggest that in February 2010, there will be several new e-book reading devices available on the market.
 - e. As per Donna Gardner, the Biology Department is using an e-book this semester for a course as a paper copy alternative for students.
 - f. Esther stated that the MCC Library subscribes to many e-books.
 - g. There was a short discussion as to whether the library should have a copy of every textbook used on campus in the form of an e-book as an alternative to having to house so many paper textbooks and at a much lower cost to the college by using the e-books.
 - h. The software needed to read e-books is based on several file formats.
 - i. There are some recent articles about potentially moving towards more of a standard format.
 - ii. Some e-book readers only read files that are considered free formats.
 - iii. Other e-book readers are vendor and product specific as to what they will read.
 - i. It was mentioned that Brian of our committee may already have some survey data that discusses the current use of e-books. If so or not, perhaps another short survey to the college community about the use and availability of e-books should be distributed.
4. In regards to the charge of discussing the status of last year's recommendations from this committee:
- a. Nothing about this charge was discussed at this meeting.

Next Meeting:

Thursday, January 28, 2010
2 PM
Room IR130

Meeting Summary prepared by:

Nick Picioccio, December 16, 2009

**Middlesex County College
Edison, NJ 08818**

**Educational Resources Task Force
Meeting Summary**

March 11, 2010

Attendees: David Crampton Paul Hornak Mayur Patel
Nick Picioccio Brian Richards Kathy Shay

Guest: Esther Young

Minutes:

1. The meeting was called to order by Nick Picioccio.
2. In regards to the charge of the archives to be kept at the library:
 - a. Esther Young of the College Library staff provided a status of the responses from the college survey sent out to determine people's requests for the archives.
 - b. Esther discussed that additional feedback regarding archive requests are slowly coming in.
 - c. Esther presented to the committee a detailed written recommendation identifying the need to establish an ongoing committee which will oversee the archives.
 - d. The committee provided feedback and unanimously agreed to present the recommendation to the next College Assembly meeting.
3. In regards to the charge on investing the use of E-books, e-readers, etc.:
 - a. The different types of e-readers and their features, such as the text being in all black and white and no color were discussed.
 - b. Dialogue occurred about including e-books, e-textbooks, and e-readers within the recommendation.
 - c. Wording for this recommendation and the rationale was discussed and the key points to be included in the recommendation as well as the rationale were documented.
 - d. The recommendation's wording at that point will be distributed to the committee members to critique it for content and clarity before the next task force meeting.
4. In regards to the charge of discussing the status of last year's recommendations from this committee:
 - a. Nothing about this charge was discussed at this meeting.

Next Meeting:

Thursday, April 8, 2010
2 PM
Room IR130

Meeting Summary prepared by: Nick Picioccio, March 15, 2010

**Middlesex County College
Edison, NJ 08818**

**Educational Resources Task Force
Meeting Summary**

April 8, 2010

<u>Attendees:</u>	Frank Burke	Brenda Cavanaugh	David Crampton
	Paul Hornak	Donna Marie Gardner	Edwin Onyschak
	Mayur Patel	Nick Picioccio	Steven Rowley
	Kathy Shay		

Minutes:

1. The meeting was called to order by Nick Picioccio.
2. In regards to the charge of the archives to be kept at the library:
 - a. It was announced that the College Assembly had approved the recommendation passed on to it from our committee at the last College Assembly meeting and has been passed on for executive approval.
3. In regards to the charge of investing the use of E-books, e-readers, etc.:
 - a. Wording for this recommendation and the rationale was discussed and the key points to be included in the recommendation as well as the rationale were documented.
 - b. The recommendation's wording was finalized to be passed on to the next College Assembly meeting for presentation.
4. In regards to the charge of discussing the status of last year's recommendations from this committee:
 - a. The status of all of last year's charges and their current status as of today's meeting were presented and discussed.
 - b. The wording of the status of last year's charges was finalized to be passed on to the next College Assembly meeting for presentation.

Meeting Summary prepared by: **Nick Picioccio, April 9, 2010**



**Educational Task Force - Meeting Minutes
November 18, 2010**

Chair: Nick Picioccio

Committee Members In Attendance: Mark Thompson, David Crampton, Michael Paquette, Eddie Onyshak, Natalia Malyck-Selivanova, Diane Trainor and students (Katie Martau; Fallon Conry; and Floyd Mendez)

Minutes from October 14, 2010 (sent by email) were voted on and approved.

Request for Information (Charge 4): Nick asked Mark Thompson (as Library Director) to provide a brief status update to the two charges from last year (e-books/readers & Library archives) since Nick has to give an update at the next College Assembly in December. Mark will provide via email by the end of November a short summary of what will be done internally on both matters and what further activity or support would be requested from the College.

Request for Information: Mark was asked to speak with Brian Richards (as Media Services & Instructional Design Director) to send Nick by end of November an email providing the current number of rooms on campus that are “technologically-enhanced.” Nick needs to report this number at the next College Assembly. Brian is requested to define the phrase and give the grand total for the campus (note: if individuals need to know what specific rooms are equipped they can ask Brian directly). Eddie suggests that the number would be last year’s number, plus 13 new ones this year, plus 19 for Crabiell Hall.

Charge 2 was discussed (Charge: Explore the need to expand campus resource hours). Some of the members reported on their findings, but instead of each reporting on their areas, we were all asked (by the end of November) to complete the set of questions posted to Campus Cruiser for each of our assigned areas and then post them to the Discussion Group. Here are the areas again and who is responsible for them:

- A. Open lab hours - Mark
- B. Computer lab hours- Nick
- C. Testing Center - Diane
- D. Tutoring Center - Natasha
- E. Advising Center - Diane
- F. Admissions - Diane
- G. Registrar - Diane
- H. Media - Brian
- I. Printing Center - Eddie
- J. Library - Mark
- K. IT Help Desk - Eddie
- L. Financial Aid - Fallon
- M. Food Services - Donna-Marie

- N. Bookstore - John
- O. Counseling and Placement – Katie
- P. Student Activities – Natasha

Furthermore, Katie and the other students will build a survey that would be used to capture student input on campus hours. **By the end of November, Katie will post the draft survey to our Campus Cruiser Task Force site for our review.** Note: Chengbo Yin is in charge of campus-wide survey efforts. In a recent InfoNet posting, all survey work should be sent to him for review and scheduling.

Charge 3 was discussed (Charge: Examine the current technology available for faculty) Donna had posted a draft questionnaire designed to go out to faculty and a few comments had been received online. The Task Force went through each question very thoroughly and Nick took notes on the suggested changes. **He will post this as Draft #2 on our website** for our review.

Charge 1 was briefly noted. The student team will also work on developing a set of questions to be used in a campus-wide survey of students about this laptop issue. Their deadline is later this year. **The draft should be posted to our website also.**

Respectfully submitted Mark Thompson



Educational Task Force
Meeting Minutes
October 14, 2010

Chair: Nick Picioccio

In Attendance: John Constantino, Fallon Conry, Donna-Marie Gardner, Katie Martau, Eddie Onyshak, Brian Richards, Natalia Malyck-Selivanova, Diane Trainor

The meeting opened with a discussion of the four charges.

Charge 1- Provide laptop computers for incoming freshman?

- What programs, application would be needed for use of the laptops?
- Should the College purchase ipads, notebooks, etc?
- Brian Richards suggested we start by conducting a small “pilot” program to evaluate the need for the program.
- The issue of campus-wide wi-fi was raised. Eddie Onyshak said he would provide a cost analysis for wi-fi connection in L’Hommedieu, Main Hall, and Edison Hall. Brian Richards agreed to circulate a survey to 2 and 4 year colleges to determine whether or not they have wireless coverage and a policy on laptop distribution. The survey will be distributed to the committee members before it is circulated.
- Fallon Conry and Katie Martau agreed to prepare a questionnaire on laptop use by students. For example, how are they currently being used and how would they like the laptops to be used on campus?
- John Constantino and Donna-Marie Gardner agreed to develop a faculty survey to determine whether or not laptops are currently being used and how they might like to see them used in the future.

Charge 2-Explore the need to expand campus resource hours

- The committee agreed to research the current hours of operation for each of the following departments and then determine whether or not the hours, by department, should be increased.
 - A. Open lab hours - Mark
 - B. Computer lab hours- Nick
 - C. Testing Center - Diane
 - D. Tutoring Center - Natasha
 - E. Advising Center - Diane
 - F. Admissions - Diane
 - G. Registrar - Diane
 - H. Media - Brian
 - I. Printing Center - Eddie
 - J. Library - Mark
 - K. IT Help Desk - Eddie
 - L. Financial Aid - Fallon
 - M. Food Services - Donna-Marie

- N. Bookstore - John
- O. Counseling and Placement – Katie
- P. Student Activities – Natasha

Charge 3- Examine the current technology available for faculty

- The committee agreed this would probably be covered in Charge 1.

Charge 4- Implementation status of recommendations submitted by the task force in 2009-1010

- This was put on hold

Respectfully submitted

_____ Diane Trainor

**Middlesex County College
Edison, NJ 08818**

**Educational Resources Task Force
Meeting Summary**

September 22, 2011

<u>Attendees:</u>	Nancy Berger John Dunning John Mondano Neil Sachnoff	Jacqueline Camacho Luisa Hernandez Nick Picioccio Mark Thompson	Fallon Conroy David Lipton Brian Richards Diane Trainor
<u>Absent:</u>	Niki Amin	John Constantino	Natalia Malyck-Selivanova

Minutes:

1. The meeting was called to order by Nick Picioccio who asked to run this kick-off meeting.
2. Nick Picioccio was elected as this task force's chairperson for the year.
3. Meeting dates for the entire academic year were set and are as follows in room IR133 at 2 PM:
 - Thursday, October 13, 2011
 - Thursday, November 10, 2011
 - Thursday, December 8, 2011
 - Thursday, January 26, 2012
 - Thursday, February 9, 2012
 - Thursday, March 8, 2012
 - Thursday, April 12, 2012
4. The task force discussed the charges for the year to gain a better understanding of their content.
5. Subcommittees were determined for the charges so that the subcommittees could meet separately and report back to the task force.
6. The following is a list of this year's e charges and the task force members who have agreed to work on the respective sub-committee so far:

Task Force Charges: 2011 - 2012

- (1) Research textbook / course materials cost issues to find reliable alternatives to print texts. Make appropriate recommendations.

Subcommittee members: Fallon Convoy, John Dunning, David Lipton, Mark Thompson

- (2) Study the use of printers and printing activity on campus as it pertains to access, efficiency, and cost effectiveness. Make appropriate recommendations.

Subcommittee members: Nancy Berger, Jacqueline Camacho, Luisa Hernandez, John Mondano, Neil Sachnoff

- (3) Due to limited open computer laboratory space on campus and at the centers, as well as the amount of telecommunications bandwidth needed for social media, music and video downloading websites, investigate the need to control the availability of these types of websites at all college locations. Survey departments to determine the needs for access to these sites. Make appropriate recommendations.

Subcommittee members: Nancy Berger, John Dunning, David Lipton, Nick Picioccio

- (4) Working with the Accessibility for Persons with Disabilities Task Force, conduct an assessment on the "state of affairs" regarding technology, online coursework guidelines, and textbook acquisitions as they pertain to students with disabilities. Make appropriate recommendations.

Subcommittee members: John Dunning, Fallon Convoy, Brian Richards

- (5) Report on the implementation status of recommendations submitted by your task force in 2010 – 2011, approved by the College Assembly, and forwarded to the College President for signature

Subcommittee member: Nick Picioccio

7. Not yet on a subcommittee: Niki Amin, John Constantino, Natalia Malyck-Selivanova, Diane Trainor

Next Meeting: Thursday, October 13, 2011 at 2 PM in room IR133

Meeting Summary prepared by: Nick Picioccio

Educational Resources Task Force – MCC College Assembly

Meeting – September 18, 2014 at 2:30 PM

Minutes

Members- Present: Mark Thompson, Pamela Hicks, Maria DeLucia, MaryAnn Hellrigel, Ed Reid, Louis Marius; and **Students:** Kevin Henry, Dhruv Chunawala

Members-Absent: John Mondano, Deborah Lynch, Ronald Foley, Mary-Pat Maciolek, Brian Richards, and **Students:** Jennifer Stein, Chaorui Xiang.

Meeting notes:

- As instructed, the Committee met following the College Assembly Task Force Charges Meeting in order to elect a committee chair for this year and review its charges. In the absence of M-P Maciolek, M. Thompson volunteered to run the meeting.
- M. Thompson was elected Chair for 2014-2015.
- After reviewing the current charge, which is the same from two years ago, members reminded us that it had been determined to be no longer applicable. Instead language for a new charge related to another computer resources issue was worked on (see attached).
- College Assembly President, Jeremy Nickerson, stopped by to introduce the new C.A. secretary Joan O'Brien. After being informed of the above, he encouraged us to work on the new charge.
- No minutes were available from the last meeting in spring 2014 to review or approve.
- Next steps: M. Thompson will send out a draft for the new charge to members for review. Research will be needed on the new charge, so MCC's Institutional Research Committee will be contacted.

Respectfully submitted,

Mark Thompson, Educational Resources Task Force, Chair

DRAFT – new charge for ERTF for 2014-2015

Drafted during 1st meeting, Sept. 18, 2014

Charge:

With continued student reliance on MCC computer lab facilities, investigate whether MCC locations provide adequate Open Lab space. Survey students to determine demand by extent of need (# of available computers), timeslot (day of week; time of day), and location (main Edison campus or Urban Centers in Perth Amboy and New Brunswick). Determine benchmarks and make appropriate recommendations.

Discussion:

We assume that students that attend MCC are limited in their access to adequate computers and broadband connectivity needed to work on their studies. Our assumptions:

- Many do not have a portable device, such as tablet or laptop, or home desktop.
- For those with access to a desktop or portable, their device may not work well enough.
- Some do not have any or any convenient access to broadband Internet.
- Some are so limited in personal time that using MCC Open Labs are the only means they have to do their work.

Educational Resources Task Force

Minutes

Meeting: Thursday, October 23, 2014

Attendees: 5- Richards; Hicks; Foley; Reid; Thompson. This is a quorum (1/3 of 15 members).

- **Approved Minutes – Sept. 18, 2014 Meeting**
- **Oct 2nd College Assembly Meeting - Mark attended and discussed rejection of initial Charge and intent of new Charge.**
- **Discuss, Revise, Finalize and Approve FY15 Charge [see below]**
 - **Approved. Ron will communicate to College Assembly Pres.**
- **Discuss, Revise, Finalize and Approve Campuswide Survey Questions**
 - **Approved. Mark will deliver to IR. Due: Oct. 24, 2014.**
- **Any other data? Determine after results of survey are received.**
- **Draft plans going forward:**
 - **Survey results and analysis in mid-November. Brian will do.**
 - **Meet to discuss results at Nov. mtg.**
 - **Come up with recommendations or need for more data.**
 - **Meet in Jan. to vote on recommendations, if possible.**
 - **Submit to Council Office by Jan. 26th Member: Mark**
 - **Mark attends Feb. 5th meeting to present.**
- **Confirm next meetings:**
 - **Thurs. Nov. 20, 2014 at 2pm. Corral.**
 - **Thurs. Jan. 22, 2015 at 2pm. Corral.**

Final Version –ERTF for 2014-2015 Charge

Version. 10.23.14

Investigate the availability of adequate open lab space for MCC students at all three locations: Edison, Perth Amboy, and New Brunswick. Via the Campus Wide Student Survey for fall 2014, measure demand by extent of need (# students looking for computers), time slot (time of day), and location (main Edison campus or Urban Centers in Perth Amboy and New Brunswick).

Meetings: 2014 and 2015 X= Present

MEMBERS	Sept. 18	Oct. 23	Dec. 1st	Jan. 22nd
	3pm	1pm	9am	2pm
Brian Richards		X		
Chaorui Xiang				
Deborah Lynch				
Dhruv Chunawala	X			
John Mondano		excused		
Ed Reid	X	X		
Jennifer Stein				
Kevin Henry	X			
Louis Marius	X	excused		
Maria DeLucia	X	excused		
Mark Thompson	X	X		
MaryAnn Hellrigel	X	excused		
Mary-Pat Maciolek		excused		
Pamela Hicks	X	X		
Ronald Foley		X		

Educational Resources Task Force – MCC College Assembly

Meeting – December 1, 2014 at 2:00 PM

Minutes

Members- Present: Brian Richards, John Mondano, Ed Reid, Mary-Pat Maciolek, and Debbie Lynch

Members-Absent: Mark Thompson, Pamela Hicks, Maria DeLucia, MaryAnn Hellrigel, Ronald Foley, Louis Marius; and **Students:** Kevin Henry, Dhruv Chunawala, Jennifer Stein, and Chaorui Xiang.

In Marks' absence Brian Richards chaired the meeting.

Charge #1: Investigate the availability of adequate open lab space for MCC students at all three locations: Edison, Perth Amboy, and New Brunswick. Via the Campus Wide Student Survey for fall 2014, measure demand by extent of need (# students looking for computers), time slot (time of day), and location (main Edison campus or Urban Centers in Perth Amboy and New Brunswick).

Brian Richards presented details of some initial data from student survey pertaining to Charge #1 which indicated the need for more computing resources for students. Following a discussion Charge #1 was tabled for further analysis of the data to be presented at the next meeting.

Charge #2: Investigate the pros and cons and the feasibility with implementing a course fee model for textbooks. With this model, students would be charged for their textbooks on their tuition bill and all students would have their textbooks on the first day of class. Make a recommendation about whether this new approach to textbook fees would be cost-effective for students and work well at MCC.

Brian Richards introduced the new Charge # 2 and then Christine Harrington spoke to the needs and benefits of a college wide textbook purchasing model. Questions were raised as to what evidence was available to support the viability of this model from other colleges and practical issues of how such a system might work.

Christine said that she will be having meetings with senior staff about implementing a pilot scheme and would be available to report back at the next meeting of required. It was decided to wait and gather further information for discussion at the next meeting.

Respectfully submitted,

Brian Richards, Director, Instructional Design & Media Services

Meetings: 2014 and 2015 X= Present

MEMBERS	Sept. 18	Oct. 23	Dec. 1st	Jan. 22nd
	3pm	1pm	9am	2pm
Brian Richards		X		
Chaorui Xiang				
Deborah Lynch				
Dhruv Chunawala	X			
John Mondano		excused		
Ed Reid	X	X		
Jennifer Stein				
Kevin Henry	X			
Louis Marius	X	excused		
Maria DeLucia	X	excused		
Mark Thompson	X	X		
MaryAnn Hellrigel	X	excused		
Mary-Pat Maciolek		excused		
Pamela Hicks	X	X		
Ronald Foley		X		

ERTF Meetings: FY 2015

X= Present

MEMBERS	Sept. 18	Oct. 23	Dec. 1st	Jan. 22nd
	3pm	1pm	9am	2pm
Brian Richards - Media		X	X	X
Chaurui Xiang - student				X
Deborah Lynch - HCD			X	excused
Dhruv Chunawala - student	X			
John Mondano- Facilities		excused	X	excused
Ed Reid - IT	X	X	X	X
Jennifer Stein - student				
Kevin Henry - student	X			
Louis Marius - EOF	X	excused		X
Maria DeLucia - Math	X	excused		X
Mark Thompson CHAIR -Library	X	X	excused	X
MaryAnn Hellrigel - History	X	excused		
Mary-Pat Maciolek- HCD		excused	X	X
Pamela Hicks- Nursing	X	X		X
Ronald Foley - Math		X		X

Attendance: Out of the 15 members and 4 meeting slots (=60 possible slots), we had people absent the majority of the time: 55% absent; 45% present. Of the 4 students, 3 of them showed only once; 1 not at all. At two of the meetings, we only had the minimum quorum, i.e. 5 people.

COMMITTEE STUDY : Educational Resources Task Force. College Assembly. Fall 2014		1.12.2015	
<i>Charge: PC Availability and Student Demand</i>			
<i>Analysis of IR and IT data, along with Campuswide Student Survey (Fall 2014) results</i>		Mark Thompson, Chair	
MAIN FINDINGS:	1- On-campus computing resources are heavily needed.		
	2- Despite changes, students widely report unavailability of computers		
	3- The evidence suggests that deployment is not optimally aligned with some of our student's status (such as PT enrollment; FT jobs).		
	4- Demand patterns are complicated by course scheduling that bring users on campus during a wide range of hours.		
93% of students need on-campus computers in Edison.			
	By location: 93.1% need Edison; 13% Perth Amboy; 9% New Brunswick, (67% of Urban Ctr users also use Edison labs)		
	Overall, 25% are daily and 35% are weekly users. Urban Center students have even higher rates of daily and weekly usage. Urban Center needs span all time segments		
	Segment: PT students and FT job holders are less likely to be users at all (45% do not use) Segment: Urban Center students ALL use on-campus computers.		
PCs are used throughout the day and evening			
	Students use PCs in several time slots; the average # of time slots per user is 2.3 note: Class sessions are dispersed unevenly through Days of Week and Times of Day Heaviest demand: during midday weekdays, 11am to 2pm (76%). Segment: Most PT students (87%) and FT job holders (75%) use labs at night, 6pm+ Most vulnerable: 16% of users who ONLY use one of the four time slots 68% of morning users are FT students (compared to survey norm of 58%)		
Availability is a problem in all time segments and locations:			
	Depending on time slot, <u>20% to 36%</u> say that PCS are usually not available The most in-demand time slot (Midday) has the highest unavailability (36%)		

Educational Resources Task Force

“October Mini-Meeting”

October 26, 2015

2:30pm-4:00pm

LH201

Minutes

Members in Attendance	James DeTata Meenu Jain Edwin Reid	Clairie Vassiliadis Theresa O'Reilly Louis Marius	Pamela Hicks Brian Lavey
Members Unable to Attend	Deborah Lynch Tracey Siegel	Millie Keegan (student) 3 students TBD	
Guests	Rob Kim (Director of Testing Center) Bradley Morton (Director of IT)		
Prioritized Charges for 2015-2016 Academic Year	Code	Topic	Discussion Points
	#2. ER1516-06	Evaluate the feasibility and benefits of MCC participating in the Microsoft program which provides free Office 365 to all students at educational institutions which have purchased Office organization-wide for all faculty/staff via the Microsoft Volume Licensing program.	10/26/15 Update Per Bradley Morton: Office 365 is actively under review by IT. Currently being tested, pre-requisite work of streamlining / merging various account management programs in progress (ex: Campus Cruiser will seamless host Office 365 email account, which may resolve CC complaint of inadequate email storage)
	#3. ER1516-01	Update the Acceptable Use Policies for computer facilities, which have not been updated since 2000.	10/26/15 Update Per Bradley Morton: Policy is actively under review by IT. Noted that at present, policy is not reviewed periodically, this may be one of the issues alone. Unclear if policy is available to students via Campus Cruiser or MCC homepage?
	#4. ER1516-02	Explore academic integrity tool options such as Turnitin and make recommendations about whether MCC should invest in products of this nature.	10/26/15 Update Consider individual subscriptions for faculty who have writing-intensive courses to save money (vs providing it to entire campus), Jane Ostacher in email communications stated that some faculty have been able to use Turnitin through Pearson and Cengage platforms- faculty can do this instead of MCC purchasing campus-wide program? Plan to reach out to faculty who are doing this.
	#5. ER1516-03	Explore course learning management systems and make recommendations about whether it is time to move toward a more mainstream system that works well with	Examples mentioned: Campus Cruiser vs Blackboard, Moodle, Angel 10/26/15 Update Per Bradley Morton: Hired interim instructional designer will be the one reviewing various products

		publisher online support tools	(Canvas, which has a free version, better mobile features), Desire2Learn, Moodle (free), Blackboard, Angel, Sakai (not recommended). Cost is major issue.
	#6. & #7. (Combined) ER1516-04	Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for adapted testing situations). Include in the investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the proctored exams.	10/26/15 Update Per Rob Kim: issues in testing center of security (low monitoring capabilities), space (both in main room and adaptive testing rooms- population skyrocketing, very limited space). States they can somewhat handle midterm crowds (2* spread out over 2-3 weeks) but they're "toast" for finals. Expects issue to worsen. Math department (and 1 history professor) only online programs that allowed to have proctored exams. MAJOR issues with not enough space or staff to proctor. Faculty unable to proctor. Other centers have cameras with recording capabilities, rooms that allow pencil vs computer exams. Robs suggestions for now: 1. Need 2 cameras (static) in LED rooms and 1 camera (turning) in main room. 2. Need security scanner or copier to copy student ID's for safety / accountability / protect school from fraud. 3. Needs budget for pencils and calculators (basic, scientific and graphing) to lessen cheating. Needs faculty to be understanding with limitations and collaborate.
	ER1516-05	Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.	
Upcoming Meetings	<ul style="list-style-type: none"> • Thursday, November 19th 2015, 2:30pm LH201 • Thursday, December 10th 2015, 2:30pm LH 201 • Spring 2016 dates pending 		
Adjournment	Meeting adjourned at 4:00pm.		

Respectfully submitted,

Theresa O'Reilly, MS, RD
Clinical Coordinator & Adjunct Instructor
Hospitality, Culinary Arts, and Dietetics Department

Secretary

Educational Resources Task Force

Meeting

December 8th, 2015

2:30pm-3:00pm

LH220

Minutes

Members in Attendance	Tracey Siegel Pamela Hicks	Brian Lavey Clairie Vassiliadis	Louis Marius
Members not in Attendance	Deborah Lynch James DeTata 3 students TBD	Edwin Reid Meenu Jain	Millie Keegan (student) Theresa O'Reilly

- Minutes from last meeting 11/19/15 were approved.
- Clairie reported on the recent College Assembly meeting that took place on November 5th 2015
 - Short meeting with no unfinished business and no new business.
 - The only report made was from the curriculum Task Force about a new course BIO 210: Introduction to Marine Biology that can count as elective for non-science students and got the approval for transfer to Montclair University, Monmouth, Stockton and William Paterson.
 - Next College assembly meeting is February 4th, 2016 at 2pm

Prioritized Charges for 2015-2016 Academic Year	Code	Topic	Discussion Points
	#3. ER1516-01	Update the Acceptable Use Policies for computer facilities, which have not been updated since 2000.	Clairie discussed concerns presented to Hope from individual(s) regarding the Acceptable Use policies and who is making final decisions on them. Bradley Morton's update stated that "Regarding the acceptable use policy, I plan to review that over the spring semester. If updates are warranted, input from the appropriate stakeholders on campus will be solicited during the revision process." The Task Force members agreed to report Bradley's response to Hope and possibly report it to the next College Assembly.
	#4. ER1516-02	Explore academic integrity tool options such as Turnitin and make recommendations about whether MCC should invest in products of this nature.	Clairie reported that an email was sent to most Academic chairpersons to find out how many departments use or would like to use such tools as Turnitin that address Academic integrity and how many of their faculty members are currently using or would like to use Turnitin. In addition the Task Force would like to know what the benefits from using such a tool are. Few chairs responded and the Task Force members decided to pursue this charge further into the New Year by contacting faculty members for more input. Very valuable information was received by the English Department chair Michael Nester regarding the cost of Turnitin and the benefits for students and faculty that use Turnitin.
	#6. & #7. (Combined) ER1516-04	Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for adapted	Clairie thank Ed Reid who along with Rob Kim formalized the recommendations concerning the Testing center. The Task Force members approved the following recommendations that will be presented at the College Assembly:

	<p>ER1516-05</p>	<p>testing situations). Include in the investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the proctored exams.</p> <p>Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.</p>	<p>1. Increased demand on resources (center is maxed out at finals, near max at midterms)</p> <ul style="list-style-type: none"> a. With 1st floor of Chambers Hall moving to new buildings, possibility of relocating testing center to that location or, b. Expanding into adjacent space in Johnson Learning Center <p>2. To improve academic integrity and safety:</p> <ul style="list-style-type: none"> a. Add cameras to oversee activity in all testing locations. b. Add a copier or scanner to copy student ID's. c. Needed to budget for pencils and pens with the MCC logo and calculators both standard, graphing & scientific. d. Add additional staff for proctoring adaptive testing who can also accommodate testing for online classes. <p>Clairie will be writing the rational for the above recommendations after the holidays and will send to all for approval.</p>
<p>Upcoming Meetings</p>	<p>The next task Force meeting and the first one in the New Year will be on February 11 at 2:30. A confirmation on the room for the meeting will be send out early February. The future meeting dates will be decided at the February 11th meeting.</p>		
<p>Adjournment</p>	<p>Meeting adjourned at 3:00pm.</p>		

Respectfully submitted,

Clairie Vassiliadis
 Educational Resources Task Force Chair

Educational Resources Task Force – MCC College Assembly

Meeting – January 22, 2015 at 2:00 PM

Minutes

Members- Present: Brian Richards, Ed Reid, Mary-Pat Maciolek, Louis Marius, Maria DeLucia, Mark Thompson, Pam Hicks, Ronald Foley and student Chaorui Xiang.

Members-Absent: Debbie Lynch, MaryAnn Hellrigel, John Mondano, Jennifer Stein and students: Kevin Henry and Dhruv Chunawala

A full discussion of Charge #1 was conducted using data from IT, IR, and the fall student survey results. Previous to the meeting, the survey results, analysis, and findings were distributed. A draft recommendations document was used as a platform for discussion of our final recommendations. Votes were taken on two draft recommendations with some edits and wording changes. Both were approved.

A short report was given by Brian Richards on Charge #2. Notes from the previous ERTF meeting were given along with reports from two faculty members who had brought this charge up for discussion during the recent departmental meetings. Ed Reid and Louis Marius provided insights from their discussions with Mark Banyacski, Director of Financial and Student Account Services. Mark Thompson brought up comments sent to him by email from others who were not at the meeting. Given the perspectives and information at hand, a recommendation was written. A vote approved the final version of this recommendation.

Mark was charged with creating the final Recommendations memo and reporting on same at the next College Assembly, scheduled for February 5, 2015.

Respectfully submitted,

Mark Thompson, Chair of ERTF; Director, Library Services

Educational Resources Task Force

Meeting #1

September 17, 2015

2:45pm-3:30pm

LH201

Minutes

Members in Attendance	Brian Lavey Pamela Hicks Tracey Siegel	Louis Marius Claire Vassiliadis Theresa O'Reilly	
Elected Chair	Claire Vassiliadis volunteered to chair committee. All members in attendance agreed unanimously to elect Claire.		
Prioritized Charges for 2015-2016 Academic Year	Code	Topic	Discussion Points
	#1. ER1516-07	Report on the implementation status of recommendations submitted by your task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.	Refer to 2014-2015 charges / recommendations / outcomes document
	#2. ER1516-06	Evaluate the feasibility and benefits of MCC participating in the Microsoft program which provides free Office 365 to all students at educational institutions which have purchased Office organization-wide for all faculty/staff via the Microsoft Volume Licensing program.	
	#3. ER1516-01	Update the Acceptable Use Policies for computer facilities, which have not been updated since 2000.	Check Infonet for current Acceptable Use Policies
	#4. ER1516-02	Explore academic integrity tool options such as Turnitin and make recommendations about whether MCC should invest in products of this nature.	Cons- standard professional terminology can trigger plagiarism alerts in student work
	#5. ER1516-03	Explore course learning management systems and make recommendations about whether it is time to move toward a more mainstream system that works well with publisher online support tools	Examples mentioned: Campus Cruiser vs Blackboard, Moodle, Angel
	#6. & #7. (Combined) ER1516-04	Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for	Collaborate with Rob Kim (Director of Testing Center)

	ER1516-05	<p>investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the proctored exams.</p> <p>Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.</p>	<p>Certain online courses (ex: math) require in-person examinations due to limitations in online testing platforms for math problems.</p> <p>Investigate use of student work study to provide proctors.</p> <p>Explore students using swipe card when using computer labs</p>
			<p>Additional Notes: Assess how current charges interface with MCC Strategic Plan</p>
2015 Meeting Dates / Times / Location	<ul style="list-style-type: none"> • Thursday, October 8th 2015, 2:30pm LH201 • Thursday, November 19th 2015, 2:30pm LH201 • Thursday, December 10th 2015, 2:30pm LH 201 		
2016 Meeting Dates / Times / Location	TBD, pending confirmation of Educational Resources Task Force Member's Spring 2016 schedules		
Adjournment	Meeting adjourned at 3:30pm.		

Respectfully submitted,

Theresa O'Reilly, MS, RD
Clinical Coordinator & Adjunct Instructor
Hospitality, Culinary Arts, and Dietetics Department

Secretary

Educational Resources Task Force

Meeting #2

October 8, 2015

2:45pm-3:45pm

LH201

Minutes

Members in Attendance	James DeTata Meenu Jain	Clairie Vassiliadis Theresa O'Reilly	
Members not in Attendance	Brian Lavey Edwin Reid Millie Keegan (student)	Pamela Hicks Tracey Siegel	Deborah Lynch Louis Marius 3 students TBD
Guests	Christine Harrington, CELT Director Christine provided expertise on charges #4, #5, #6/7. Refer to updates on charges below.		
Prioritized Charges for 2015-2016 Academic Year	Code	Topic	Discussion Points
	#1. ER1516-07	Report on the implementation status of recommendations submitted by your task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.	Refer to 2014-2015 charges / recommendations / outcomes document 10/8/15 Update: 2014-2015 charges received, not approved.
	#2. ER1516-06	Evaluate the feasibility and benefits of MCC participating in the Microsoft program which provides free Office 365 to all students at educational institutions which have purchased Office organization-wide for all faculty/staff via the Microsoft Volume Licensing program.	
	#3. ER1516-01	Update the Acceptable Use Policies for computer facilities, which have not been updated since 2000.	10/8/15 Update: Current policies retrieved from InfoNet and emailed / distributed to group members. Bradley Morton (Executive Director of Information Technology) and Edwin Reid will be contacted for feedback.
	#4. ER1516-02	Explore academic integrity tool options such as Turnitin and make recommendations about whether MCC should invest in products of this nature.	Cons- standard professional terminology can trigger plagiarism alerts in student work 10/8/15 Update: Consider surveying faculty if they would

		<p>use Turnitin. Claire to speak with Meghan Alai regarding survey creation. Additional noted drawback- Turnitin saves submitted student work in its system</p> <ul style="list-style-type: none"> o Consider contacting Steven Barnhart, Jane Ostacher & Liz Oliu for feedback on their experience with program. o Ask Hope Holbeck / Joan O'Brien for information on past requests for Turnitin
#5. ER1516-03	<p>Explore course learning management systems and make recommendations about whether it is time to move toward a more mainstream system that works well with publisher online support tools</p>	<p>Examples mentioned: Campus Cruiser vs Blackboard, Moodle, Angel</p> <p>10/8/15 Update: Feedback from Christine Harrington:</p> <ul style="list-style-type: none"> o Need to consider financial implications of various learning systems o Campus Cruiser Strengths: o Campus Cruiser Limitation: <ul style="list-style-type: none"> o #1: Poor integration of online publisher support tools (ex: Cengage tools) <ul style="list-style-type: none"> ▪ Consider contacting Jane Ostacher, Steven Barnhart, Kathy Shay & Phyllis Fleming for feedback o #2: Difficult to import tests from online publisher tools (ex: Cengage tests) o #3: "Mobility"- can't access many Campus Cruiser features on mobile phones / devices o #4: Campus Cruiser email system fills up too fast (can't handle receiving documents with attachments) o Additional info: "Canvas" is another well-known system (used by Rider, TCNJ). Campus Cruiser not well-known outside MCC. o Plan: Need to consult new Director of Instructional Design & Media Services when position filled.
#6. & #7. (Combined) ER1516-04	<p>Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for adapted testing</p>	<p>Collaborate with Rob Kim (Director of Testing Center)</p> <p>10/8/15 Update: Rob Kim agreed to attend future ERTF Meeting</p>

	ER1516-05	<p>situations). Include in the investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the proctored exams.</p> <p>Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.</p>	<p>Certain online courses (ex: math) require in-person examinations due to limitations in online testing platforms for math problems.</p> <p>Concern of lack of man-power: investigate use of student work study to provide proctors.</p> <p>Explore students using swipe card when using computer labs</p> <p>10/8/15 Update: concern for lack of space in testing center as online courses grow if faculty continue to have students take in-person exams for online courses. Consider surveying faculty on this issue.</p>
			<p>Additional Notes: Assess how current charges interface with MCC Strategic Plan</p>
To Do Before 11/19/15 Meeting	<ul style="list-style-type: none"> • Claire to consult with Meghan Alai regarding creating / posting survey on Infonet / Campus Cruiser email regarding feedback from faculty on Turnitin & testing center <ul style="list-style-type: none"> ○ How many FT / PT faculty would use Turnitin? ○ How many FT / PT faculty have written assignments in their courses ○ How many FT / PT faculty think online courses should have in-person exams • Bradley Morton & Edwin Reid to be consulted for feedback on charge #3 • Rob Kim to be rescheduled to speak with members 		
Upcoming Meetings	<ul style="list-style-type: none"> • Thursday, November 19th 2015, 2:30pm LH201 • Thursday, December 10th 2015, 2:30pm LH 201 • Spring 2016 dates pending 		
Adjournment	Meeting adjourned at 3:45pm.		

Respectfully submitted,



Theresa O'Reilly, MS, RD
Clinical Coordinator & Adjunct Instructor
Hospitality, Culinary Arts, and Dietetics Department

Secretary

Educational Resources Task Force

“October Mini-Meeting”

October 26, 2015

2:30pm-4:00pm

LH201

Minutes

Members in Attendance	James DeTata Meenu Jain Edwin Reid	Clairie Vassiliadis Theresa O'Reilly Louis Marius	Pamela Hicks Brian Lavey
Members Unable to Attend	Deborah Lynch Tracey Siegel	Millie Keegan (student) 3 students TBD	
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	#5. ER1516-03	Explore course learning management systems and make recommendations about whether it is time to move toward a more mainstream system that works well with	Examples mentioned: Campus Cruiser vs Blackboard, Moodle, Angel 10/26/15 Update Per Bradley Morton: Hired interim instructional designer will be the one evaluating various products

		publisher online support tools	(Canvas, which has a free version, better mobile features), Desire2Learn, Moodle (free), Blackboard, Angel, Sakai (not recommended). Cost is major issue.
	#6. & #7. (Combined) ER1516-04	Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for adapted testing situations). Include in the investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the proctored exams.	10/26/15 Update Per Rob Kim: issues in testing center of security (low monitoring capabilities), space (both in main room and adaptive testing rooms- population skyrocketing, very limited space). States they can somewhat handle midterm crowds (2* spread out over 2-3 weeks) but they're "toast" for finals. Expects issue to worsen. Math department (and 1 history professor) only online programs that allowed to have proctored exams. MAJOR issues with not enough space or staff to proctor. Faculty unable to proctor. Other centers have cameras with recording capabilities, rooms that allow pencil vs computer exams. Robs suggestions for now: 1. Need cameras (static) in LED rooms and cameras (turning) in main room. 2. Need security scanner or copier to copy student ID's for safety / accountability / protect school from fraud. 3. Needs budget for pencils and calculators (basic, scientific and graphing) to lessen cheating. Needs faculty to be understanding with limitations and collaborate.
	ER1516-05	Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.	
Upcoming Meetings		<ul style="list-style-type: none"> • Thursday, November 19th 2015, 2:30pm LH201 • Thursday, December 10th 2015, 2:30pm LH 201 • Spring 2016 dates pending 	
Adjournment		Meeting adjourned at 4:00pm.	

Respectfully submitted,

Theresa O'Reilly, MS, RD
Clinical Coordinator & Adjunct Instructor
Hospitality, Culinary Arts, and Dietetics Department

Secretary

Educational Resources Task Force

Meeting #3

November 19th, 2015

2:30pm-3:30pm

LH201

Minutes

Members in Attendance	James DeTata Meenu Jain Louis Marius	Clairie Vassiliadis Theresa O'Reilly Pamela Hicks	Brian Lavey Edwin Reid
Members not in Attendance	Deborah Lynch 3 students TBD	Tracey Siegel	Millie Keegan (student)
Prioritized Charges for 2015-2016 Academic Year	Code	Topic	Discussion Points
	#2. ER1516-06	Evaluate the feasibility and benefits of MCC participating in the Microsoft program which provides free Office 365 to all students at educational institutions which have purchased Office organization-wide for all faculty/staff via the Microsoft Volume Licensing program.	11.19.15 update: Claire to contact Bradley Morton (Director of IT) for clarification of when current review of Office 365 will be completed by IT.
	#3. ER1516-01	Update the Acceptable Use Policies for computer facilities, which have not been updated since 2000.	11.19.15 update: Claire to contact Bradley Morton (Director of IT) for clarification of when current review of Acceptable Use Policies for computer facilities will be completed by IT.
	#4. ER1516-02	Explore academic integrity tool options such as Turnitin and make recommendations about whether MCC should invest in products of this nature.	Clairie to reach out to department Chairs to determine amount of faculty who currently use or would benefit from use of academic integrity tool options like Turnitin.
	#6. & #7. (Combined) ER1516-04 ER1516-05	Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for adapted testing situations). Include in the investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the proctored exams.	Ed Reid to contact Rob Kim for assistance in finalizing recommendations for this charge. Current testing center issues (as presented by Rob Kim): <ol style="list-style-type: none"> 1. Increased demand on resources (center is maxed out at finals, near max at midterms) <ol style="list-style-type: none"> a. With 1st floor of Chambers Hall moving to new buildings, possibility of expanding testing center? 2. To improve academic integrity and safety...

		Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.	a. cameras and scanner to copy student ID's needed b. budget for pencils and calculators (standard, graphing & scientific)
Upcoming Meetings	<ul style="list-style-type: none"> • *Next meeting rescheduled from Thursday, December 10th 2015, 2:30pm LH 201 to Tuesday, December 8th 2015, 2:30pm LH 201 (due to MCC holiday party is 12/10 at same time) • Spring 2016 dates pending 		
Adjournment	Meeting adjourned at 3:30pm.		

Respectfully submitted,

Theresa O'Reilly, MS, RD
Clinical Coordinator & Adjunct Instructor
Hospitality, Culinary Arts, and Dietetics Department

Secretary

Educational Resources Task Force

February Meeting

February 11, 2016

2:30pm-3:30pm

LH201

Minutes

Members in Attendance	Clairie Vassiliadis Meenu Jain Edwin Reid	Pamela Hicks Theresa O'Reilly Louis Marius	Tracey Siegel Brian Lavey
Members Unable to Attend	Deborah Lynch 3 students TBD	James DeTata Millie Keegan (student)	

- Claire reported on recent College Assembly meeting that took place on February 4th 2016:
 - Charge #2. ER1516-06: Microsoft Office 365 reported to College Assembly
 - Chair reported that recommendations for this charge are unable to be made at this time; IT in process of reviewing and trialing software this Spring and Summer
 - Charge #3. ER1516-01: Updates on Acceptable Use Policies for Computer Facilities reported to College Assembly
 - Chair reported that recommendations for this charge are unable to be made at this time; IT in process of reviewing current Policy to see if changes are warranted.
 - Faculty member at College Assembly reported that in past, ERTF created original Policy, requesting input from faculty and students
 - VP of Student and Academic Affairs (Dr. Mark McCormick) confirmed that appropriate stakeholders will be consulted

			<ol style="list-style-type: none"> 2. Phrase "lack of safety" to be changed to need for "improved security" 3. Elaborate on "expand space of Testing Center" to specify expansion of physical layout and computer capabilities 4. "Add cameras" changed to "add surveillance cameras" 5. "Add additional staff for proctoring <i>adaptive</i> testing"- word <i>adaptive</i> removed to include all testing 6. Provide budget for calculators changed to include basic calculators in addition to graphing and scientific
Upcoming Meetings	<ul style="list-style-type: none"> • Meeting dates set for March 24th, April 14th and April 28th at 2:30pm • Room LH201 to be requested 		
Adjournment	Meeting adjourned at 3:30pm		

Respectfully submitted,

Theresa O'Reilly, MS, RD
 Clinical Coordinator & Adjunct Instructor
 Hospitality, Culinary Arts, and Dietetics Department

Educational Resources Task Force

March Meeting

March 24th, 2016

2:30pm-3:30pm

LH201

Minutes

Members in Attendance	Clairie Vassiliadis Meenu Jain Edwin Reid	Pamela Hicks Theresa O'Reilly Deborah Lynch	James DeTata Brian Lavey
Members Unable to Attend	Louis Marius 3 students TBD	Tracey Seigal Millie Keegan (student)	
Prioritized Charges for 2015-2016 Academic Year	Code	Topic	Discussion Points
	#3. ER1516-01	Update the Acceptable Use Policies for computer facilities, which have not been updated since 2000.	Draft created on recommendation regarding this charge. Task Force recommends ad hoc committee involving appropriate stakeholders formed to work together with Executive Director of Information to update policy. Feedback elicited from Task Force and final draft being edited by Clairie.
	#4. ER1516-02	Explore academic integrity tool options such as Turnitin and make recommendations about whether MCC should invest in products of this nature.	Ed to find out actual cost of having program on campus. 3/31/16 update: cost including integration \$47,150 (includes one-time fee of \$650 for training); annual recurring cost for yearly subscription: \$46,650.
	#5. ER1516-03	Explore course learning management systems and make recommendations about whether it is time to move toward a more mainstream system that works well with publisher online support tools	Meeting with Richard Van Orden, interim instructional designer, being scheduled to discuss current progress / feedback.
	#6. & #7. (Combined) ER1516-04	Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for adapted testing situations). Include in the investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the	Rob Kim surveyed Raritan Bay, Brookdale and Mercer Community Colleges to assess how these schools are managing their testing centers. Major findings: <ul style="list-style-type: none"> • With exception of UCC, all other schools have many more computers & desks • MCC appears to have less staff in testing center • All other centers offer Saturday appointments (MCC does not) • 1 school has security cameras and two others are trying to get them

	ER1516-05	Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.	Meenu to create visual graph of key survey results. Draft created on recommendation regarding charges #6 & #7. Task Force recommends: <ul style="list-style-type: none"> • expanding physical layout & testing capabilities of testing center (center is maxed out at Finals, near max at Midterms; also amount of eligible adaptive testing students has almost tripled) • add surveillance cameras • add copier/scanner to copy student ID's to improve security • add additional staff for proctoring testing • Include Saturday hours • Provide budget for pencils / pens & calculators Feedback elicited from Task Force and final draft being edited by Claire.
Upcoming Meetings	<ul style="list-style-type: none"> • Upcoming Meetings: April 14th and April 28th at 2:30pm • Room LH201 to be requested 		
Adjournment	Meeting adjourned at 3:30pm		

Respectfully submitted,

Theresa O'Reilly, MS, RD
Clinical Coordinator & Adjunct Instructor
Hospitality, Culinary Arts, and Dietetics Department

Educational Resources Task Force

April 14, 2016

2:30pm-3:50pm

LH201

Minutes

Members in Attendance: Claire Vassiliadis, Pamela Hicks, Meenu Jain, Brian Lavey, Deborah Lynch, Edwin Reid

Guest: Rich Van Orden, acting instructional design/media director

Members Unable to Attend: Louis Marius, Theresa O'Reilly, Tracey Seigal, James DeTata, Millie Keegan (student), 3 students TBD

1. *Presentation by Rich Van Orden-* as it relates to charge #5. **ER1516-03:** Explore course learning management systems and make recommendations about whether it is time to move toward a more mainstream system that works well with publisher online support tools.

Rich Van Orden shared his observations regarding the uses and limitations of the current LMS. He stressed the importance of aligning pedagogical needs with correlated technology options. One of the weaknesses of the current LMS makes educational innovations such as online learning and use of the 'flip classroom' difficult to implement. Van Orden discussed plans for the institutional LMS to include compiling information regarding current usage of Campus Cruiser and its various features. He acknowledged the group working out of CELT and their upcoming survey regarding Campus Cruiser.

2. *Discussion on LMS for possible report:* The committee agreed to defer to the expertise of Van Orden and the work of the CELT committee in making recommendations regarding learning management systems.

3. *Finalize Testing Recommendation:* The committee finalized recommendations with further use of graphs and tables prepared by Meenu Jain to more clearly present findings. A final report will be sent to College Assembly in time for the April meeting.

4. *Report/recommendation on Turnitin:* Ed Reid reported on the cost of bringing Turnitin to MCC. The initial cost is \$47,150 with an annual recurring cost of \$46,650. The committee found this to be quite expensive and concluded that other academic integrity tools should be investigated. Additionally, faculty should be surveyed to determine the number of potential users there might be campus wide before making any type of investment.

5. *Other business:* With all committee business concluded for the semester it was determined that there would be no need for an additional meeting in April. The committee recognized and thanked Claire Vassiliadis for her leadership as chair of the Educational Resources Task Force.

Clairie thanked the committee members for their contributions and support. The meeting adjourned at 3:50pm.

Respectfully submitted,

Deborah Keenan Lynch

Associate Professor, Hospitality, Culinary Arts & Dietetics Department

MIDDLESEX
COUNTY COLLEGE

Educational Resources Task Force

Minutes

Thursday, October 13, 2016
2:30 p.m.
Crabiel Hall, Raritan Room

Attendance

Present

Absent (Excused)

Danielle Davis

Antonio Cardona

Brian Lavey

Brian Clemmons

Genesis Mora

James De Tata

Marilyn Ochoa

Christopher Phan

Ed Reid

Andy Rubin

Tracy Siegel

Denise Steiner

Rich Van Orden

Clairie Vassiliadis

Christine Wathen

1. Call to Order

Welcome remarks by Christine Wathen, Chair, Educational Resources Task Force

2. Minutes from May 12, 2016 meeting

Christine requested a copy of the meeting minutes from last May so that both new and current members can be brought up to date. Once received, she will upload a copy to the Campus Cruiser task force committee under Shared Files so that everyone has access to it.

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3. Old Business:

- a) Review rationale for disapproval of Charges ER1516-04/05 by President.

Christine discussed the rationale for the President's disapproval of the recommendations of charges ER1516-04/05 from May 2016. The rationale was in writing, and distributed to College Assembly members at the October 6, 2016 College Assembly meeting. A discussion ensued regarding the reason behind the rationale, and the research that went into last year's recommendations. A decision was made to revisit the nature of those charges. The committee decided to create a new charge to be given to College Assembly for coding and presentation at the November College Assembly meeting. Once it has gone through the proper College Assembly procedures, the task force committee will revisit that topic. The charge that will be presented to College Assembly for coding is as follows:

Charge: Identify the faculty and student demands and needs for Testing Center services throughout the academic year.

Rationale: Given the changing student needs and technology, it is important to ensure that the current services offered by the Testing Center are meeting the current needs of faculty and students.

- b) Review Educational Resources Task Force meeting dates and locations for the 2016-2017 academic year.

Christine mentioned that she would be unable to attend the November 10th task force meeting. Therefore, it was decided to postpone the November meeting by one week to Thursday, November 17th at 2:30. A room reservation has been requested, and the committee members will be notified shortly of where that meeting will be held.

4. New Business:

- a) Recommendations for new charges to be presented to Joan O'Brien for appropriate coding.

As mentioned above in 3a, a new charge developed by the Educational Resources Task Force committee members will be presented to the College Assembly. No other charges have been brought to the committee at this time.

5. Announcements:

- a) Next College Assembly meeting: November 3, 2016, 2:00 p.m.
Crabiel Hall, Brunswick Room

- b) Next Task Force meeting: **November 17, 2016, 2:30 p.m. (New
meeting date!)**
TBD

6. Adjournment

The meeting was adjourned at 3:35 pm.

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