

**Tuesday January 28, 2014, 1:00 pm – 2:00 pm**

**Stoddard Hall Conference Room (Stoddard Hall 12), Stoddard Hall**

Present: Tom Laughner (Co-Chair), Dominique Thiebaut (Co-Chair), Tony Caldanaro, David Gregory, Deborah Haas-Wilson, Elisa Lanzi, Joseph O'Rourke, Beth Powell, H el ene Visentin, Mark Umstot, Deborah Keisch Polin (Guest), Kate Lee (Guest)

Absent: Julia Edwards

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### **1. Approval of December 2 Minutes**

### **2. Digital Media Literacy January Interterm Course**

- Kate Lee, Senior Media Producer, presented.
- The course in January 2013 was made up of mostly seniors while the January 2014 class had students of different years and various disciplines.
- There were twelve students and four instructors: Frank Citino, Yasmin Eisenhauer, Kate Lee, Sam Masinter.
- A module on Dreamweaver that was incorporated in 2013 was eliminated in 2014.
- Students had class work in 2014.
- The course is now Pass/Fail.
- There are five modules with learning objectives and assessments for each.
  - For the video module, students had three days of class plus one weekend to produce a video.
- Two students were hired as photographers by College Relations.
  
- Ideas were discussed for broadening the scope of the course.
  - Lynda.com
  - Kate Lee may submit a proposal to the Online Learning Committee.
  - It may be developed as a seven week course.
  - It may become a piece of a capstone course.

### **3. Qualtrics Demonstration**

- Deborah Keisch Polin, Instructional Technologist, presented the demo.
- It is an online survey tool.
- It is available to anyone on campus as there is a campus-wide license.
  - [Smithcollege.qualtrics.com](http://Smithcollege.qualtrics.com)

- Use Shibboleth to sign in.
- It is very intuitive.
- It has a great support line.
- For comparison, others have used SurveyMonkey and Google Survey.
- It has Display Logic and Skip Logic in which questions can be skipped based on a previous particular answer.
- There is a reporting feature and it can be exported.
- It can be anonymous.
- It has the ability for collaboration on survey building and/or results.
- It is web based.
- It is not yet supported, but it is available.

#### **4. CET Grant Proposal Language**

- The group discussed the updated Curricular Initiatives in Educational Technology document.
- The chair or head of a department should approve a proposal if there is to be ongoing funding.
- The group would like language clarifying that funds are to be used for experiments.
- Every grant should have an ending date by which approved funding must be spent.

#### **5. Student Checkout of iPads**

- The requests for iPads have exceeded the capacity to grant them.
- iPads are about \$500 apiece and covers are about \$40 apiece.
- The group approved the purchase of 20 iPads and covers to be taken from CET Grant funding.

#### **6. CET Grant Proposal Approval**

- Kevin Shea's proposal on Learning Catalytics would cost \$12 per student. As 90 students would be involved, the proposal calls for a budget of \$1,080.
- The group approved Kevin Shea's proposal on Learning Catalytics.