Committee on Educational Technology (CET)   Fall 2013

Tuesday October 8, 2013, 11:00 am – 12:00 pm
Stoddard Hall Conference Room (Stoddard Hall 12)
Present: Tom Laughner (Meeting Chair), Tony Caldanaro, Elisa Lanzi, Joseph O'Rourke,
Dominique Thiebaut, Hélène Visentin, Mark Umstot, Yasmin Eisenhauer (Guest)
Absent: Julia Edwards, Deborah Haas-Wilson, Beth Powell

1. Introduction of Members

- T. Laughner introduced Y. Eisenhauer to the group.
    - Smith Alumna – Graduated 1994
    - Master's Degree at New York University
    - Was hired as part of the Strategic Plan
    - Searches for technology products that can be used in the classroom by faculty

- The group introduced themselves to Y. Eisenhauer.

2. Overview of CET

- The CET is responsible for the allocation of annual innovation grants to faculty.
- The CET advises Educational Technology Services (ETS) in different initiatives.
- T. Laughner passed out a handout on the responsibilities of the CET (attached).

3. Selection of Co-Chair

- The group discussed the representation of the faculty members on the committee.
    - B. Powell represents the Sherrerd Center for Teaching and Learning.
    - D. Haas-Wilson represents Division II.
    - D. Thiebaut (Division III) and H. Visentin (Division I) are also the faculty representatives to serve on the Technology Steering Committee for Academic Year (AY) 2013-2014.

- The group selected D. Thiebaut as Co-Chair of the CET for AY 2013-2014.

4. Introduction of Yasmin Eisenhauer, Instructional Technologist

- She is one of two instructional technologists in Information Technology Services (ITS).
    - Deborah Keisch Polin is the other instructional technologist.

- She is moving from a research role to one of implementation and support.
- She is searching for new technology for faculty, but also looking at how to promote existing applications.

5. **Demonstrations of Reflector and Chromecast**

- Y. Eisenhauer gave a demonstration on Reflector.
    - It is an application that connects a laptop with an iPad.
    - It is wireless, so it is important that it works for faculty who test it.
    - It will be tested against MacBook Air.
    - In order for the Panopto Recorder to work, both machines must be on the same wireless network.
    - It can be used to import documents and markup a screen in a web browser.
    - It costs $12.99.

- T. Laughner gave a demonstration on Chromecast.
    - Extension is downloaded from Google Chrome.
    - It 'casts' the browser onto a television.
    - It is one of several products that was originally created for home use.
    - Whereas Apple TV is direct from the device to the computer, Chromecast is instructed to retrieve from the internet and plays based on the instructions, separate from what is on the device.
    - It can utilize Netflix, You Tube, and Google Play on a tablet, and a browser from a laptop.
    - Though Apple TV is capable of updating itself as it has a computer, it is an Apple product. Non-Apple products are generally friendlier for interaction with other technologies.

6. **CET Grants from Summer 2013**

- The group approved D. Thiebaut's grant proposal for three Apple TVs.

- The group discussed the procedures for allocation of funding.
    - T. Laughner passed out a handout on Curricular Initiatives in Educational Technology (attached).
    - The CET has an annual budget of approximately $70,000.
        - About $35,000 is allocated for software the CET agrees to pay for through an application process.
        - There is around $30,000 budgeted in grant funding.
        - $5,000 is budgeted for faculty learning communities.

- T. Caldanaro spoke about his request for funding for MATLAB.
    - The cost would be $1,472 including all students (not individually).
    - The funding would come out of the software budget.
    - T. Caldanaro's request was approved

- The group agreed to assess the other grant applications at the next meeting.

Committee on Educational Technology (elected)

a. The Committee on Educational Technology shall consist of the Associate Provost and Dean for Academic Development and three members of the faculty, one from each division, elected for staggered terms of three years. Members of the Committee shall also include the Director of Educational Technology Services, the Supervisor of Computing and Technical Services in the Science Center, a representative from the Libraries staff, the Director (or designate) of the Sherrerd Center for Teaching and Learning, and an undergraduate student.

b. The Committee on Educational Technology shall be co-chaired by the Director of Educational Technology Services and one of the elected faculty, the latter chosen by committee vote.

c. The Committee on Educational Technology shall advise the Technology Steering Committee and ITS on policies, strategies, and services related to the effective use of technology in teaching, learning, and research.

d. The Committee on Educational Technology shall allocate annual innovation grants to faculty to explore new technologies or new applications of educational technologies; monitor and recommend strategies to sustain the technology in classroom and nonclassroom based learning spaces; request and review the results of analyses of outcomes associated with particular learning technologies (as needed); advise ITS on changes to technologies or services that impact teaching, learning, and research; determine specific hardware and software standards for academic users at the College, and policies for the provision of hardware, software and support services to students and faculty; recommend to the Provost and Dean of the Faculty the allocation of the fund for curricular initiatives in educational technology in a manner consistent withthe long-range curricular priorities of the College; work with the Director of Educational Technology Services to promote the appropriate use of educational technology in the curriculum and in scholarly research; and participate with other appropriate committees and officers of the College in forming policies governing the appropriate use of information technology resources at the College, such as policies regarding privacy, academic integrity, copyright and fair use.

e. The Committee on Educational Technology shall prepare on a regular basis long-term plans for educational technology at the College. The Committee shall periodically review and assess progress toward the goals set forth in these plans, and it shall, as appropriate, review and assess the individual initiatives contributing to these goals. The Committee shall be informed of the operating, staffing and capital budget requests made by Information Technology Services for academic and curricular support, and the Committee may make recommendations of these requests to the Provost and Dean of the Faculty.

f. The Committee on Educational Technology shall communicate regularly with the Committee on Academic Priorities so that the activities of the respective committees may inform and be informed by each other. The Committee on Educational Technology shall also meet periodically with representatives of the student body.

g. The elected members of the Committee on Educational Technology shall communicate regularly with their respective divisional computing committees and/or other relevant divisional committees concerned with educational technology.

Curricular Initiatives in Educational Technology
Approved by CET on September 19, 2007

What is the purpose of the Curricular Initiatives in Educational Technology program?

This fund is available to faculty interested in incorporating technology to enhance teaching and learning through the use of technology. The grants are not intended to fund technology that should otherwise come from departmental budgets. Inter-departmental projects are encouraged, but not necessary.

What can the funds from the grant buy?

- Computer hardware and software
- Audio-visual equipment,
- Stipends for undergraduate student aides working with faculty on a project
- access to special **hardware** (e.g. scanner or audio digitizer),
- special **services** (e.g. video production or slide production),
- copyright clearances related to supported initiatives

What are other sources of funding?

- Library - special content **materials** (e.g. content resources or developed courseware)
- Committee on Compensation and Faculty Development – research projects

What cannot be purchased with grant money?

- Computers, printers, and other hardware that will be located in a faculty office, unless the hardware will be generally available to students
- Upgrades to computers, printers, and other hardware in labs
- Software upgrades
- Stipends to the sponsor of the project or other faculty or staff
- Upgrades to purchases made from a previous CET grant, unless the new purchase will significantly change the impact of the original project

When are grant applications accepted?

- Applications are accepted anytime. The proposal will be discussed at the CET meeting following the grant submission, presuming that the proposal is received at least one week prior to the meeting.

What happens after the grant is submitted?

Depending on the nature of the proposal, a member of the ETS staff may contact you for a formal needs assessment. The purpose of the needs assessment is to better understand the project, the technology needs, the support required, and the assessment plan.

- The proposal will be discussed at the CET meeting following the grant submission, presuming that the proposal is received at least one week prior to the meeting.
- An e-mail from the chair of the CET will be sent informing the project sponsor whether or not the project has been approved.

What will be asked of the grant recipient?

The grant submitter may be asked to do one or more of the following:

- Make a presentation to other Smith faculty about the project and its impact on teaching and learning
- Be interviewed by ETS staff for articles/columns related to teaching and learning
- Provide data, or agree to allow data to be collected, to assess the impact of the project