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
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.