

**IT and eLearning Committee
Standing Committee of the Faculty Senate
Gordon State College**

Approved Minutes
August 29, 2017
Russell Hall – Room 106

Call to Order: Meeting called to order by Dr. Kris Beck, Senate Representative, at 2:00pm.

Committee Members Present: Dr. Kris Beck, Dr. Theresa Buchanan, Dr. Scott Campbell, Professor Lisa Ferguson, Mr. Jeff Hayes, Dr. Cathy Lee, Ms. Brenda Rutherford, Professor Autumn Schaffer

Committee Members Absent: Dr. John Barnard, Professor Solomon Betanga, Professor Charles Bobo, Dr. Ashleigh Dean, Dr. Caesar Perkowski

Guests: Ric Calhoun

Quorum met? Yes

Approval of Minutes from Previous Committee Meeting: Meeting Minutes from Spring 2017 meeting were approved.

Unfinished Business: None

New Business:

- **Nomination and selection of Committee Chair for 2017-2018:** Dr. Kris Beck called for nominations for Committee Chair. In addition, Dr. Beck had been informed that Dr. Caesar Perkowski had volunteered to be the committee Chair. Nominations were closed, and Dr. Perkowski was unanimously elected Committee Chair.
- **Nomination and selection for Committee Recorder for 2017-2018:** Dr. Kris Beck called for nominations for Committee Recorder. Dr. Scott Campbell volunteered to serve as the committee recorder. Nominations were closed, and Dr. Campbell was unanimously elected Committee Recorder.
- **Technology Assessment Survey:** Dr. Scott Campbell suggested that the committee explore the possibility of conducting a Technology and Assessment Survey to gauge faculty and staff technology needs and desires. The last survey appears to have been conducted in 2005. The committee voted to consider the idea, and then voted to table the discussion for a future meeting.

- **Information Item:** Professor Autumn Shaffer discussed the adoption and use of ProctorU.com for use in proctoring tests for online courses. Discussion of the costs of the service was discussed. Professor Shaffer indicated she would clarify the associated costs for future consideration.
- **Information Item:** Mr. Jeff Hayes, Director of Information Technology, discussed the migration of student, faculty and staff e-mail accounts to Microsoft Office 365. The process was to begin September 17, 2017 and would be implemented in stages to ease the transition. Mr. Hayes is to present an analysis of the transfer at the next committee meeting.

Adjournment: 3:42pm

Minutes recorded by: Dr. Scott Campbell