

Instructional Resource Committee

Meeting Minutes

Monday, November 6th, 2017

In attendance:

Mark Miron

Scott Blake

Rebecca Daly

Bill Knoblauch

Paula Roth

1. Updates by Bill

- a. Inquired about the google doc to assess who has extra, overflow office supplies
 - i. Rebecca informed Bill that she sent the doc out weeks ago
 - ii. Bill sheepishly promised to look back through his Gmail
- b. Scott Blake offered that there were policies in place about requisition forms, and a policy in place
 - i. Bill offered that with such high faculty turnover, likely new hires did not know these procedures
 1. There is a req form on Angela's homepage
 2. We can simply link to that from the proposed IRC page
 - a. Scott pointed out the differences between non-capital vs. capital purchasing
 - i. Non-Capital = Supplies
 - ii. Capital = Instructional Resources
- c. Mark & Rebecca inquired about a Wi-Fi "heat" map
 - i. Should we do it ourselves? Just walk around with phones to gauge connections
 - ii. Scott says he has a map
 1. Rebecca offered a Survey to students to locate dead zones
 - a. Perhaps the survey should have the following components?
 - i. Win or Mac OS
 - ii. Lap or Smart Phone (Model?)
 - iii. Ios or Android
 - iv. Use Schoology App?
 - v. Any problem areas on campus?
 1. Perhaps Mike Babcock could put this survey on campus news?
 - iii. Scott says a map was created, by REMC, but he doesn't have it.
 1. Scott agreed to ask for this map.

2. Perhaps the Survey could go on the now-being-created IRC page
 - a. So could instructions for connecting to the wi-fi network
2. IRC Page
 - a. Request that it be a hub of information for, say, new faculty with a FAQ
 - i. Also have links to REMC or mailto: email addresses
 1. Might also include
 - a. Policy and Forms for purchasing
 - b. Instructions on how to connect to mounted projectors
 - i. A downloadable "how to"
 - c. Heat Map
 - d. Login Instructions
 - e. Link to Library / Requests
 - f. Software Related info
 - i. On Schoology
 - ii. On Empower
 1. Likely, much of this info already exists, but not in a central location
 2. Fac Resource page?
 - b. Request to ask Mike what is where to avoid duplicate information
 - i. Do we have a website tree? Ask mike? Scott didn't seem to have one.
3. Scheduled next meeting on Dec. 4th. Meeting adjourned. All of the world's problems solved.