



**MEETING MINUTES**  
**Faculty Instructional Technology Committee – Strategic Planning**  
**May 26, 2009**  
**10:00 AM – 11:30 AM**  
**LL 101, Lake Worth**

Attendance		
<input checked="" type="checkbox"/> Carol Alexander	<input type="checkbox"/> Samantha Cooper	<input type="checkbox"/> Rebecca Pleasant
<input checked="" type="checkbox"/> Louise Aurelien	<input checked="" type="checkbox"/> Jane Fisher	<input type="checkbox"/> Vicki Shaver
<input checked="" type="checkbox"/> Sid Beitler	<input type="checkbox"/> Dugues Jean-Laurent	<input type="checkbox"/> Helen Shub
<input checked="" type="checkbox"/> Jeannine Burgess	<input checked="" type="checkbox"/> Barbara Matias	<input checked="" type="checkbox"/> Sandra Williams
<input type="checkbox"/> Marg Chauvin	<input type="checkbox"/> Tony Parziale	

**ITEM 1. Review May 1<sup>st</sup> Meeting Minutes**

Discussion: Review and approve/amend 5/1/2009 meeting minutes.

Data/data source: [http://www.pbcc.edu/Documents/Academic\\_Services/minutes\\_tech\\_050109.pdf](http://www.pbcc.edu/Documents/Academic_Services/minutes_tech_050109.pdf)

Action: Minutes Approved

**ITEM 2. Review ‘Faculty IT Skills List’ Aggregated from Email Submissions**

Discussion: Committee reviewed the Faculty IT Skills List which was aggregated from committee members' email submitted suggestions. Determination was made to break up the skills list into the following categories:

- Classroom Hardware/Software (Symposium, Smartboard, etc.)
- Web Publishing (PantherNet, Intranet, Acrobat, HTML, etc.)
- Classroom Presentations (clickers, TurningPoint, etc.)
- Office Skills (Word, Outlook, phone, etc.)
- Distance Learning (tools, lesson plans, best practices, etc.)
- Web Resources (publisher material, research, etc.)
- Library (e-textbooks, Turnitin, video, etc.)
- IT Pedagogy Principles (best IT instructional practices)

Jeannine Burgess will create an account in Google Docs and post a spreadsheet listing categories. Committee members will be invited to select a category, identify related IT Skills from the existing Faculty IT Skills List, and post them on the Google Docs spreadsheet. All Committee Members can access the list and make additions for future review, discussion and final selection.

Data/data source: Faculty IT Skills List Handout

Action: Create Google Docs spreadsheet. Invite Committee Members to add IT Skills to Categories.

**ITEM 3. How to Assess Faculty Current Technical Skill Level**

Discussion: Discussed Survey Instrument and delivery methods; the committee members identified they would not respond to a survey if required to identify themselves.

- Suggestions for possible delivery options:
  - Electronic survey distribution to full time faculty.
  - Request survey submitters to indentify which department they work under, this would keep their anonymity and yet allow the committee to identify participation per department for accountability. Departments with low participation can be asked to re-submit.
  - Distribute to adjuncts via clusters and department chairs manually.

Action: Meet with Office of Institutional Research & Effectiveness to design survey after Skill List is finalized.

Next Meeting will be scheduled after Skills List is finalized on Google Docs.

Submitted by:  
Sidney Beitler

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Scribe  
cc. Minutes Distribution List