In attendance: Cynthia Chapek, Tony Keys, Carol Koroghlanian, Julia Lehman Caldwell, Angie Stombaugh, Jarrett Yuknis (Student Member), Craig Mey (Guest)

Meeting Secretary: Angie Stombaugh

I. Minutes from October 7, 2016 approved

II. Common Support Fee Review for 2017-2018
   a. It is anticipated that Oracle Hyperion/ the new BI will need to be addressed in the near future
   b. It may be important to review the number of seats used for each of the titles to understand the capacity and needs
   c. Will need to begin review of the FY19 and FY20 in the spring since funds most likely will not cover further expenses.
   d. Motion to approve the list of current software titles in the Software Support Fee group for fiscal year 2018 contingent upon changes with BI, seconded and approved.

III. Clicker/Mobile Device Revisited
   a. ITC has identified the use of mobile devices as a priority for students on campus.
   b. College of Nursing has moved to a site license for nursing students.
   c. Need to explore FASAP for how best to place the mobile device motion into the handbook.
   d. Committee plan on bringing previous motion to next meeting to discuss needs, handbook placement, and possible survey of campus to meet teaching and faculty needs.

IV. “Study Sites” Discussion
   a. Sites soliciting and paying students for lecture notes, exams, and textbook banks of questions for specific classes.
   b. Most sites have policies for faculty requesting to take down materials but it is difficult to monitor all of the sites.
   c. Discussed the difficulty of changing what the sites are doing but perhaps we can educate and advocate for faculty through a class syllabus.
   d. Recommend to create syllabus language related to Study Sites. Julia Lehman Caldwell will attempt first draft and will bring back to the committee.

V. Updates from ITC (J. Yuknis)
   a. Working on approving current budget
   b. Potentially investing in classroom updates for Hibbard.
   c. Campus House Watch program still a priority for the group and are now working on some minor tweaks in the form and process.
   d. May support TV10 infrastructure needs
   e. A copy of the ITC budget can be provided upon request.

VI. Updates from LTS (C. Mey)
   a. Help Desk hours will be changing. There will no longer be open on Saturdays starting after Thanksgiving. This change is related to low volume of support requests.
   b. Chrome and Firefox are now pinned on the task bar in classrooms and labs. D2L will not download files Edge so a different browser needs to be used.