**Council for Instructional Technology**

Meeting 4/10/2013

**Present**: Chandra Amaravadi, Rich Cangro, Sharon Stevens, Cynthia Struthers, Virginia Diehl, Bruce Waters, Kim Hartweg

1:06 – meeting begins

1. Introductions
2. Guest – Roger Runquist

The Council had a discussion with Roger Runquist from CITR regarding recommended handheld devices as well as on online-content preparation technologies.

* 1. Apple still dominates the handheld market
     1. Durability
     2. Education market is unique
        1. iBooks – simple free software, templates, used in course by Dr. Singh
        2. iTunes U
        3. Adobe captivate – used in creating training programs - captures menus, simulates tasks
        4. Screen flow (Mac) and Camtasia – used for creating videos for computer program training.
     3. Things to consider
        1. Training students and faculty to use tablets
        2. Texting option on CITR faculty resources
     4. Discussion of Western Online and D2L

1. CIT administration
   1. Motion to approve minutes proposed by Virginia and seconded by Cynthia.
   2. The chair gave a report on the ad hoc committee on conference technology -- This committee was convened by Steven Frazier due to aging of Polycom equipment on campus. The committee prepared a survey of conference technology preferences/experiences. Council members:
      1. Reviewed survey items for distance learning/conferencing technology. Bruce suggested a separate questionnaire for those not experienced with technology.
      2. Committee members discussed experience with technology
         1. Cynthia describes “Goto Meeting” – generally favorable experience. She does not generally use video.
   3. Nominations were accepted for Chair and Vice-chair. Anna Valeva nominated herself for Chair and Sharon Stevens for Vice Chair. Nominations are open until elections in the next meeting on May 1.

The meeting was adjourned at 2:00 pm.