UNIVERSITY OF REGINA
INSTRUCTIONAL TECHNOLOGY ADVISORY GROUP
MINUTES OF THE MEETING OF
MONDAY, DECEMBER 8, 2014, 9:00 a.m., LY 610

PRESENT: S. Cheng (chair), G. Bawden, A. Buehler, A. Couros , T. Cunningham, S. Davis, A. Exner, W. Garreck, G. Nowlan, Y. Jones (Recorder)

REGRETS: K. Finlay, R. Kleer, L. Sywanyk

The meeting was called to order 9:00 a.m.

1. Welcome and Introductions

2. Approval of the Agenda
   MOTION: S. Cheng/A. Couros - That the Agenda be approved as circulated. All in favour. CARRIED

3. Future Meetings Discussion Suggestions
   The following suggestions were made as to what topics should be discussed at the next meeting:
   - Future meetings will be more focused, productive and structured.
   - Recommended: T. Cunningham report/present at next meeting. Present student identity with WordPress.
   - Discuss: Google apps, privacy issues on websites/software for the U of R, Wikispace – 6 month exit/transition plan needs to be in place.

4. Terms of Reference/Discussions
   There was discussion about how future meetings are to be held as follows.
   - S. Cheng suggested future meetings should be 1.5 hours long. Four meetings (once a month) will be scheduled between January 2015 and June 2015.
   - Send requests to the University Information Technology Steering Committee.
   - Focus and discuss potential projects with no budget commitments.
   - Faculty membership rotation – length of commitment/term.
   - S. Cheng suggested he contact Deans asking them if they have any items on Education Technology they would like to discuss.
   - Instructional Technologies at U of R Document; Terms of Reference.
   - T.L.T – Conference – U of S/U of R last one held in 2013 in Saskatoon. Next one scheduled in 2015 has been postponed to 2016.
5. Other Business/Questions
   - There was discussion as to how the Committee can be more inclusive. Suggestions were made to have active Committee meetings and include more faculty representatives and have them as “guests” at future meetings. For example, it would be good to have representation from the Registrar’s Office so that the Committee can learn about what technology students are asking for in their classrooms.
   - There was a question as to how the Committee makes recommendations to Dean’s Council. S. Cheng stated that Dean’s Council determines policies after recommendations are made after recommendations are made.
   - It was agreed that it would be decided at the next meeting whether Deans will be included in future meetings.

6. Adjournment
   The meeting was adjourned at 10:00 a.m.

   [Signature]
   Stephen Cheng
   Chair