UNIVERSITY OF REGINA
INSTRUCTIONAL TECHNOLOGY ADVISORY GROUP
MINUTES OF THE MEETING OF
March 5th, 2015  1:30 p.m., LY 610


REGRETS:  A. Buehler, G. Nowlan

The meeting was called to order at 1:37 p.m.

1. Approval of the Agenda
   
   MOTION:  A. Couros/R. Kleer- That the Agenda be approved as circulated. All in favour.
   
   CARRIED

2. Approval of the Minute of the Meeting of Feb 24, 2014
   
   MOTION:  A. Couros/G. Bawden- That the Agenda be approved as circulated. All in favour.
   
   CARRIED

3. Business Arising from the Minutes

4. Chair’s Remarks
   
   • Comprehensive plan of what academics need.

5. Items for Discussion

5.1 Operation and Representation of ITAG (Greg Bawden)
   
   • Should we include more Faculty members?
   
   • S. Cheng suggests that ITAG and TLAG have a joint meeting once or two times in an academic year. Have reports from both committees.

   MOTION:  S. Cheng/A. Couros- ITAG meet with TLAG two times in an academic year.
   
   CARRIED

5.2 Comprehensive Instructional Technology plan for academics (Stephen Cheng)
   
   • Get ideas of what Technology people are needing, wanting and using
   
   • Have an inventory of technology (hardware and software) – include uses, deficiency, gap, and needs of instructional technology currently being used (including those that are not supported by the university)
   
   • Global Survey – sent out to University of Regina Faculties across campus designed by ITAG members using Qualtrics
5.3 **Collaboration with Google Apps and/or similar technology solutions (Rick Kleer/Alec Couros)**
- Art Exner will set up Google Apps accounts for all ITAG members.
- Greg Bawden will set up a Google doc to perform an inventory of technology used across campus
- Alec Couros will set up a Google doc and use it to document the pro’s and con’s of using Google Apps for collaboration.
- Rick Kleer will set up the global survey regarding usage of technology with Qualtrics.

5.4 **Request for information of Learning Management Systems – product requirements (Rick Kleer and Alec Couros)**
- Make a Google doc stating a concise summary of product
- Determine product requirements based on demonstrations

5.5 **Canvas demonstration (Rick Kleer and Stephen Cheng)**
- S. Cheng will contact CANVAS, and Brightspace to set up web based demonstrations of their products and services in the month of March 2015.

6. **Next Meeting (April 16, 2015)**

7. **Adjournment**

The meeting was adjourned at 2:37 p.m.

[Signature]

Stephen Cheng
Chair