UNIVERSITY OF REGINA
INSTRUCTIONAL TECHNOLOGY ADVISORY GROUP
MINUTES OF THE MEETING OF
September 29, 2016 11:00 a.m., LY 610


REGRETS/ABSENT:  W. Garreck, P. Sinclair, G. van der Ven

The meeting was called to order at 11:02 a.m.

1. Approval of the Agenda
   
   MOTION:  C. Butz/D. Stilling – That the Agenda be approved as circulated and to include the addition of “4.2 Echo 360”. All in favour. CARRIED

2. Approval of the Minutes of the Joint Meeting of TLAG and ITAG May 13, 2016

   MOTION:  D. Stilling/G. Bawden- That the Minutes be approved as circulated. All in favour. CARRIED

3. Business Arising from the Minutes
   
   None.

4. Items for Discussion

   4.1 ITAG Minutes
   
   • A. Exner proposed that the ITAG minutes be published. Discussion followed as to where the minutes should be posted. It was decided that the ITAG minutes be posted on the ITAG page on the CTL website for five years and then archived after.

   • MOTION:  A. Exner/C. Butz- to publish ITAG minutes to CTL webpage: http://www.uregina.ca/ctl/committees-groups/ITAG.html. All in favour. CARRIED

   4.2 Echo 360
   
   • A. Exner provided an update about changes in license and service for Echo 360. Licence was renewed for one more year, but no support/service will be offered after June 2017. Currently, Information Services is looking for an alternative vendor to provide a similar service such as a Matrox system. T. Cunningham is also exploring if Kaltura has the capability to replace Echo 360.

   4.3 Classroom preparations for Congress 2018
   
   • A. Exner provided information regarding the UR Congress 2018. A committee has been set up to plan and facilitate the funding that has already been provided for this event. A representative from ITAG was requested to sit on said committee. A. Exner volunteered to represent ITAG at these meetings.

   • Further discussion followed regarding the need for a discovery to design classrooms with the most necessary technology for Instructors.

   4.4 Campus-wide instructional technology survey
   
   • G. Bawden and T. Cunningham provided an update regarding the Instructional Technology Survey and how it could guide ITAG in the upcoming semesters.

   • Video streaming is ranked at the top of the survey.

   • Consensus was that action needs to be established based on these findings. A simple follow up survey/focus groups regarding collaboration and media would help determine next steps.
5. **Other Business**
   None.

6. **Next Meeting:**
   The next meeting will be on November 2, 2016, at 11:00 a.m.

7. **Adjournment**
   **MOTION:** Stephen Cheng/D Stilling called the meeting to be adjourned at 12:36 p.m. **CARRIED**

   [Signature]

   Stephen Cheng
   Chair