NYSFAAA Technology & Innovation Committee

Minutes

April 17, 2013

In attendance: Sarah Macri, co-chair

Lea Nuwer, co-chair

Lucy Villaquiran, co-chair

Laura Fitzgerald

Kathy Flaherty

Amanda Prescott

Minutes prepared by: Sarah Macri

# Organization Hierarchy, Definitions, Protocol & Related Training

The committee worked through the new TIC Committee and sub-committee chart, flow of information/communication charts, and related definitions. They were attached to the agenda and are also attached to the minutes. They were all approved, providing there is more clarification provided on the arrows connecting each type of communication medium to explain what is happening “in” those arrows.

It should be noted that Ideta Daniel and Charles Scheetz have been communicated to about the reorganization of their roles and how they fit underneath the TICC.

At the last Executive Council meeting, the council was in favor of clarifying appropriate behavior, posts, and definitions for each type of medium. It was agreed that posting the wrong thing on the wrong place is really due to lack of education. Kathy has offered to pass the information to the officers at their next meeting on April 30. Pending the officer’s edits, we would like to present this to the rest of the council as soon as possible so they can disseminate the information appropriately.

As far as training the Executive Council and NYSFAAA membership at large is concerned, we believe most of the help files and instructional documents have already been created and/or posted on their respective sites. However, we feel that most of the information is either obscure or placed awkwardly so that people do not realize the assistance is there. We would like to have the “how-to” blog help moved from the welcome blog entry to a link listed under the log-in information. We would also like to post a “New to NYSFAAA? Here are some helpful tips” (or something to that effect); this section would have the charts, definitions, list-serv manuals, and other pertinent technology communication instruction documents. We would also like to either post the charts or definitions of the various communication methods in the list-serv section of the website in order to “force” the user to look the information over before posting.

# GoTo Webinar and GoTo Meeting

The control over NYSFAAA’S licenses have been transferred to the TICC, but if they remain here remains to be seen. The management of webinars has turned out to be a much larger project than originally believed, and we are looking to train more Statewide Training Committee members on running the software themselves. This needs to be discussed further with the 2nd Vice President. We will continue to assist as much as possible through the remaining of their training schedule (June 2013). We would like to train additional committee members over the summer. Amanda Prescott has offered to help with this endeavor.

# Potential Project Updates

Follow-up has occurred with the Professional Development, Elections, Leadership Academy, and Statewide Training Committees. Of those listed, only the Statewide Training Committee has expressed interest in obtaining our help for a project; they would like a place on the website to store private documents, but that only committee members can alter. This coincides with another concern/project of the Executive Council; Ideta has contacted Paula with ATAC to determine feasibility.

We are still working on the Operational Calendar and hope to provide it to the Executive Council soon (\*this was not discussed during the meeting; it should be noted here for future reference).

# Next Meeting

Our next meeting will be scheduled via Doodle at a later date.

# Action Items

ALL MEMBERS:

* Take note of emerging technology. We hope to have time to work on new projects over the summer/in the fall.
* BE PREPARED TO PROOF: If our suggestions to the website/blog are approved, we will ask you to help us develop language for all pertinent sections and test them.

SARAH:

* Will run the SWT Committee Webinar at the beginning of May
* Provide all necessary documentation to Kathy (as needed) to discuss with the Executive Council officers.
* Will work with Lea to determine suggested verbiage of proposed new sections/features of the website and blog.
* Help prepare an operational calendar

LEA:

* Will run the SWT Committee Webinar at the end of May
* Will work with Sarah to determine suggested verbiage of proposed new sections/features of the website and blog.
* Help prepare an operational calendar

KATHY

* Pass on information to Executive Council Officers regarding our communication charts and definitions; relay any suggestions or changes to Sarah & Lea