Attendees: George Steele – out-going Chair, Paul Cox – incoming Chair, Greg Sobie, Laura Pasquini, Julie Larsen, Steve Viveriros, Brian Buckwald, Kerry Kincanon; EO: Gary Cunningham, Jennifer Rush, Jennifer Joslin

Agenda

- **Introduce in-coming and outgoing members and Chairs.**
  - Outgoing:
    - **George Steele**, Chair, Ohio State University-Main Campus (2012-2014)
    - **Steve Viveiros**, Bridgewater State College (2012-2014)
    - **Karen Thurmond**, University of Memphis (2012-2014)
    - **Paul R Cox**, University of Iowa (2012-2014)
  - Incoming:
    - **Paul R Cox**, University of Iowa (2014-2016 Incoming Chair)
    - **Brian Buckwald**, Hunter College-CUNY (2014-2016) renewing
    - **Greg Sobie**, University of Manitoba (2014-2016) renewing
    - **Clay Schwenn**, University of Washington (2014-2016)

- **Review accomplishment and goals of the past year.**
  - Next steps for redundant, unofficial, and inactive sites
  - Discussion on training documents for CIG and Region’s Chairs personal pages on the NACADA Web site
  - General discussion on how both the EO and this technology committee can work more in sync with each other

Discussion:

- Raised awareness of needs
- Narrowed scope down to having leaders of individual groups to have their own web page to discuss current happenings
- Met with the EO Technology group to discuss how each can work together
  - Met with some resistance from the EO due to lack of communication between Liaisons and EO staff
  - CIG Division is restructuring the management team – could offer clusters to pilot some new developments – Laura Pasquini
  - Follow up on meeting with EO to move forward on collaboration on projects
- Social media – needs to be a yearlong process
  - Has plans to meet with Jennifer Joslin to discuss future
  - Will it just be Annual Conference? Will it filter down to other events etc.
  - EO would like to have a year-round Social Media plan
    - Would not have core people at each event – need to figure out how to handle this
    - Should be a policy from NACADA for guidelines focusing on content and branding
      - Responsibility to all in organization to use it properly
      - Grad student to participate in development
- Can the Tech Committee help other committees of the Admin Division maximize technology to work for the committee
  - What can be data-minded from what NACADA has that can be beneficial to them
  - Hire in an independent contractor to mine the data EO already has
  - It is hard to drill down to finite data when there is so much flux in needs and topics daily
    - How to determine the needs, priority
Information needs to be shared top down to show how goals are being met by board and EO and the priorities of those goals to groups below so they can gear their outcomes to match the overall work moving NACADA forward

- **Social Media/Dead site review**
  - Sites reviewed and identified by active/non-active etc.
  - Goal was to come up with some literature to send to sites
    - Please stop, hits to help them be “right”, thank you for proper use of sites, etc.
    - Finding contact information is hard, time consuming, an issue
  - EO does not have lists of good sites
    - Directory of good sites to showcase the proper social media sites
    - Many Institutions have such pages
      - Focused page to list these

- **How can this committee help the EO**
  - EO Tech team is responding to KSU tech needs
    - Researching LMS options etc.
  - Focused is no crisis management
  - Help:
    - The support for the Admin Division
    - Plan for Social Media
    - Evaluate the LMS selection as the EO moves forward in selection
  - Question to committee:
    - Is the size of committee working?

- **Executive Office updates**
  - Gary Cunningham/Jennifer Joslin
    - All servers are hosted virtually

- **Plan for future meetings**
  - Meeting times determined by projects taken on
  - Set standing meeting and cancel if needed
    - 10-11 Central; 2nd Thursday of each month

George thanked the committee for its dedicated work these past two years. He expressed that he learned much from the group and thoroughly enjoyed working with them. He is happy that Paul will be the next Chair. He looks forward to working with him as the new Chair. The committee is in good hands.