AAC Technology Subcommittee Minutes
Moulton 102C
March 6, 2014

Members Present: Allison Anson, Deanna Deatrick, Nancy Diller, Shauna Hoffman, Mindy Kinney, Jane Koscielak, Christie Martin, Patrick McNulty, Jess Ray

Guests Present: Rob Dwyer and Jamie Turner

Christie called the meeting to order

Motion by Allison to approve minutes of February 6, 2014; seconded by Deanna. Minutes were approved.

Christie welcomed new members: Shauna Hoffman, Jane Koscielak, and Patrick McNulty and brief introductions were made.

Old Business:

- LEAP Forward Project
    - o Discussion about the notes feature in the new SIS. There will be two options:
        - Drop-down field with general advisement information (i.e., "met with student for planning appointment")
        - Open text box with ability to enter minimum amount of text
        - Will not be able to scan and store items as part of note taking function
        - Jess received a brief email from Ryan Gray and the UW-Madison home grown note taking system seems promising. Ryan said that they might be willing to share it in some capacity; we may have to purchase
    - o Jess provided some information about the CRM and SIS; specifically, it's important to understand language or "lingo" of new system.
        - Semester = fall, spring, summer term
        - Session = specific timeframe within the semester; 3 weeks, 4 weeks, 6 weeks, etc.
        - Subject = Sociology, Anthropology, etc. Courses will be listed by subject and not by department/school name
        - Program = refers to the College
        - Plan = within a program and refers to specific major and degree (i.e., Music Therapy, B.S.)
        - Subplan = sequence within a plan

New Business:

- Image Now – Nancy and Rob provided a detailed example of how Image Now is used to share notes between University College and Nursing.
    - o Printing to Image Now is actually the same as scanning the document to the system; must have mainframe and Image Now open when trying to print a document to Image Now. Can print to Image Now directly from Outlook.

- o   Plan of study in Excel is linked to the initial worksheet used during Preview
- o   Can print and write notes, scan and send a signed copy to the student
- Cost associated with Image Now. There are a limited number of seats available. Rob suggested buying 1 seat for every 3 periodic users. Registrar and Admissions use the system frequently.
- Committee decided to wait until Ryan Gray can share more about the UW-Madison note taking system before making a final decision about Image Now. If we choose Image Now, will need to send formal request to AAC.

Motion to adjourn by Mindy; seconded by Nancy.

Next Meeting: April 3, 2014

Respectfully submitted: Shauna Hoffman