Minutes

EdTOA Exec conference call
3:00 p.m. on Tuesday, October 20, 2020
Teams Conference ID: 934 738 802#

1. Call to Order
   - CTO @ 3:03 PM
   - Present: English, Larrivey, Lynch, Pijanowki, Ruoff, Stephens, Taverna, Trapp, Tucci

2. Approve previous meeting minutes – Draft minutes were shared immediately before the meeting, not enough time to review prior to meeting for vote

3. Old Business
   - General discussion of Covid response – Oneonta President has left, Interim President is from Purchase; Pool testing ongoing at campuses; Many positives are asymptomatic, extensive testing is needed; Oneonta only had 1 employee test positive, 700+ students positive; Some campuses have found out about positive cases or pauses through the local news before campus communications;
   - Monthly web forums – Last forum was on EdTOA Tech Solutions for Online Teaching Learning Challenges, recording available at: Recording link - https://youtu.be/T3tp004P56I; Binghamton is preparing extra rooms for online for the Spring semester, 55% of classes were in person before the pause, hybrid is the hardest to do, all online or all in-person is better; Kelly shared a design for a new classroom being paid for by grant that will allow the students at home to see the students in the class by putting instructors in the back of the classroom; Drew shared that we often only hear from people who don't like our work, people who have something positive to say stay quiet usually; Emily shared "enhanced virtual classrooms" term to describe 50 classrooms, equipment upgrade list, students prefer synchronous learning, 1400 online courses, 500 in-person, had to make document camera go through computer; Drew mentioned the issues involved in properly mic-ing rooms to allow online students talk to the class and hear in-person students discussions; smaller rooms can get away with one

mic; large rooms can pose more problems; discussion on different mic and mixer solutions, cost can be an issue;

4. Reports
   o Vice-Chair
   o Treasurer - $11,313.58, no new expenditures;
   o Secretary – Draft minutes will be sent out, perhaps we can approve over email so they can be sent to main group faster
   o Programming and Practice – No report
   o External Liaison
     - COA (Mark) – John shared minutes with Mark (attached)
     - CCUMC (Mark) – 11/9-12 conference, info will be sent to the main list; Emily announced her retirement next week, Mark thanked her for everything she has done for EdTOA, everyone shared their congratulations and thanks;
     - AVIXA, Extron (Drew) - Mark thanked Drew for working with Extron to set up trainings (19 participants registered, still room for more)
     - CPD (Kris) – Hyflex workshops being offered by SUNY Online program manager, sent to main list, looking for dates in November that won't conflict with Wizard, may be held in December – Hyflex Week; upcoming classes – 2 day project management fundamentals being held as well as a BI class, looking to hold a project management web forum in December; registrations will go out to main EdTOA list; https://sunycpd.eventsair.com/pmfworkshops/landingpage
     - SUNY Online (Lisa) – reviews pending; featured on podcast
     - FACT2 (Hailey) – Awards - https://online.suny.edu/fact2/awards/; statement on students and cameras, recommendations and guidance for not requiring students turn their cameras on; discussion on camera use and issues surrounding;
   o Membership
5. Adjourn
   o Adjourned at 4:00 PM

Date: September 16, 2020
Time: 10:00 a.m. – 11:00 a.m.

Attendees: Scot Beekman, Mark Crosby, Jason Kanaris, Dan Laird, Wade Lambert, Kris Lynch, Scott May, John McCune, Tom Moran, Krystal Perlman, Idalia Torres, James Werner

Called to Order at 10:02 AM

1. Secretary's Report
   a. Review of Minutes (James Werner)
   b. Motion to approve Tom Moran, seconded by Idalia.

2. Treasurer's Report
   a. COA Funds balance as of July 31, 2020: $59,905.29
   b. CPD Credit balance as of July 31, 2020: $292.58
   c. No bill from the logo redesign

3. Reports from Liaisons and Others
   a. CCIO (T. John McCune)
      i. Next meeting on September 17
      ii. Zoom master service agreement: No update
      iii. Adobe dashboards
   b. COA List Status (Idalia Torres)
      i. COA-L Membership numbers as of September 15, 2020:
      ii. Membership - 931
      iii. Active - 860
      iv. Joined since 2020 STC - 4
      v. Mohawk Valley Community College not represented (1 member held)
      vi. John: I'll check the campus representative list or ask Mary Jane Parry
      vii. COA-L Membership numbers as of August 4, 2020:
         1. Membership - 930
         2. Active - 864
         3. Joined since 2020 STC - 3
         4. All campuses represented
   c. CPD (Lisa Raposo)
      i. Wednesday 9/30 from 2:00 to 3:30 call for OnAir product demonstration
      ii. Doing a demo for the COA executive board
      iii. SUNY BI classes coming up
      iv. Remote Teaching resources from the SUNY Online Clinic
   d. EdTOA Minutes
      i. Sent meeting minutes to Mark English

     e. FACT2 (John Davis)
- i. Will be emailing the report to the executive list

     f. ITEC (Bill Kramp)
- i. Scot: Wizard?
- ii. Kris Lynch: It will most likely be remote
  1. Possibly November 17th, 18th, and 19th

     g. Regional Forums (Michael Dzikowski)
- i. No new requests
- ii. Put out another call

     h. STC (Scot Beekman & Bill Kramp)
- i. Nothing to Report

     i. TOA (Brett Southard)
- i. Nothing to Report

     j. Web Site (Dan Laird)
- i. STC presentations are online
- ii. Materials from the last Regional Forum

4. Old Business
   a. Welcome to Jason Kanaris
   b. Regional Forums and the CPD
   c. Virtual Meetings
      - i. Finding a balance between too long and too short of a meeting
      - ii. COA Coffee Hour?

5. New Business
   a. STC Session Coordinator
      - i. Jason K. will be taking over
   b. Third Thursdays Hangouts
      1. Begin on Thursday, 10/1 at 9 AM

Motion to adjourn at 10:44. Motioned by Idalia, seconded by Scot.