TAGG Meeting Minutes
November 1, 2016

Participants: Kathleen Provinzano, Paul Thomas Clements, Karyn Holt, Patricia Riccio, Deanna Hill, Rocky Rockstraw, Dan Allen, Elizabeth Tomaszewski, Joy Phillips, Kay Swartzwelder, Diane DePew, Connie Lyttle, Bruce Levine, Jose Chavez, Tim S.

Housekeeping:

TAGG Meeting Access:

*Please use the following permanent access for this recurring monthly meeting*
(first Tuesday each month, 12 noon – 1pm Eastern Time):
Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/9278464989
Or iPhone one-tap: 16465687788,9278464989# or 14157629988,9278464989#
Or Telephone:
   Dial: +1 646 568 7788 (US Toll) or +1 415 762 9988 (US Toll)
   Meeting ID: 927 846 4989

Meeting Minutes:

Emails related to progress in increasing in our engagement and access to events - we continue to get emails

One-page shared practices doc will be done next week

Online Townhall Meeting: Kathleen reported out – ppl are happy about work

Faculty Senate Meeting: Paul reported out – originally has great access – represents a shift

Successes from last month:

Karyn H. – The OLC is hosting Tony Bates on November 9 – you have to RSVP to get the link – Karyn Drexel is rocking- I can send this invite because the TAGG team has been able to get this possible

Kristine LG- Library Advisory Group- included in the meeting

Connie conversation with Mike Shermann
Connie is a faculty advisor of a student group – this year for first time they have to take one hour course – 20 sessions but not one online- connie inquired and they were open – Connie educated them on Zoom – Mike’s group will help faculty with Zoom etc.

Wellness activities from Wellness office- everyone invited but never a link so Connie set that up as well.
We need a procedure to educate these people about Zoom – maybe we can recommend Zoom see if IRT has some links and change the wording of the blurb to include this information.

DREXEL IRT - VCAP Team Services offers zoom room reservations. Go to: http://drexel.edu/irt/services/catalog/vcap-team/ and complete “event requests form” under getting started.

Fran Cornelius also set up a Zoom Room for the Provost’s University Digital Accessibility Committee (UDAC)

Kathleen will put something together and send it via the listserv.

Tim S stated:

_I've had that same issue with the groups I advise! I've spoken with both Sara Olsen for undergrad and Dr Michael Ryan for the grad group. 
Ha - I also spoke with Monica Fauble today (Wellness coordinator) about simulcasting those sessions!
Monica also wanted the procedure... and I mentioned how IRT might be open to loan their zoom room._

From Connie

_Thank you, Tim! Sara Olsen was very open to helping with Faculty Advisors. and, thank you, Monica Fauble was the other contact. Mike and I spoke with Monica, but not sure of follow-up for tomorrow._

From Tim:

Rob Rasberry is the contact at IRT "Assistant Director Facility Services Instructional Technology Support"

Diane Assessemtn Fellows: Revamping glossary on the Inspire website and additing to it to talk from the same knowledge base – will also add to the library guide for faculty to access tools for assessment – others

Bruce: Is there a way for us to somehow influence how evaluation discussions are had? Zoom would be the best practice instead of a phone call – should this be included in the best practices document or should there be some level of HR training for the assistants That’s what I was thinking
The verbiage would be critical
We could do that under best practices
"Interpersonal meetings" if appropriate (e.g. annual evaluations etc)
Paul and Beth will work on this and share via the listserv for discussion at the next meeting.
Here is the link to the electronic submission process:

http://www.drexel.edu/research/human-research/humanSubjects/irb/procedures/

Here is the link to the required research training (in case yours needs to be updated)

http://www.drexel.edu/research/human-research/humanSubjects/humansubjectstraining/

Register for Citi Training

http://www.drexel.edu/research/human-research/humanSubjects/humansubjectstraining/register/

Access Citi training

https://www.citiprogram.org/

Paul and Kathleen, Please forward to all members of TAGG at the request of Connie Lyttle

Next Meeting: December 6, 2016
December Meeting

Paul, Kathleen, Allen, Bruce, Diane, Jose, Karyn, Kay, Rocky, Connie, Kristine Grant, Joy Phillips

Agenda Items:

Reflection on one year anniversary – Paul, Kathleen, Karyn

Final List of Credits for Video – send Kay S. your name for credit if involved in any way

aks86@drexel.edu

Email from Deidra – working on learning opportunities for faculty but are requesting from TAGG committee- are there other topics that should be included or are there things that should be provided in general- review the email from Paul from the listserv and share any ideas that you might

Where do we see the committee going next year:

Paul:

By the end of next year have a smooth transition and access to Faculty Senate Meetings and university meetings – develop common language for this response – TAGG you have done the right thing- TAGG them!

Subcommittee on Shared Practices

Use the Faculty Fellows as a way to get the message out

Broaden out – the work of faculty still not done but broaden out to faculty across the university – need other colleges to get on board – diversity of representation in TAGG

Advertisement- get message from Hyacinth but maybe Department Heads and Erin H in Faculty Affairs, personal invitations – setup a meeting with Erin – talk with Erin about an electronic notecard with Erin – create logo – Joy will be a part of this subcommittee

Measuring faculty workload and research from a distance—Deidra and Ray – OLC - Professional Development Committee play an important role with them – are there things that we need training on- use this forum to discuss and report back to that committee.
Acknowledge when a group provides access (i.e. Drexel Public Safety Group)- when information is shared and we can included

Curt Bonk coming to Drexel! Jan 25..He is corny… two offerings, one in the am one in the afternoon..Save the Date

From Kay Swartzwelder to Everyone: 12:40 PM

I do too. Great idea!

From Me to Everyone: 12:41 PM

Paul you are muted
Oops- I was lol

From Joy Phillips to Everyone: 12:41 PM

I love this idea!

From Karyn Holt to Everyone: 12:51 PM

Curt Bonk coming to Drexel! Jan 25..He is corny… two offerings, one in the am one in the afternoon..Save the Date
“TAGG- TEHY are it!”
Editing Videos in your Course
https://zoom.us/w/971491610?tk=CALaZllauNwXK4SKixX481F8d82ON6JbBbvnx-JayHM.DQEAAAAAOefJGhY3T3plOUJMbVNaU3RNdWhGWkJZTVBBAA