



**Technology Advisory Committee @**  
**Franklin Pierce High School, Corrigan Room**

March 16, 2016

4:30 – 6:00 PM

**Present:** Dr. Frank Hewins, Lance Goodpaster, Dr. Shaun Carey, Carolyn Treleven, Bianca Ibarra, Brad Pierce, Derrick Pete, Emilie Reynolds, Emily Hunter, Jamie Larson, Jennifer Burke, Jennifer Verkuyl, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Michelle Serdenia, Sally Wheeler

**Absent:** Allen Culp, Brian Runnalls, Caitlyn Zwang, Clifford Aziz, Lanna Duncan, Lillie Aziz, Rosita Castellano, Samuel Freeman, Seth Seastrum, Susan Esson, Tina Daniels

- **Welcome**
- **Phase 1 and 2 Learning Wall Surveys**

To make sure that those staff who are using the current learning walls are able to provide their feedback about what they like and don't like about their system, a survey will be sent out to Phase 1 and 2 schools. A link to the survey can be found on Canvas, TAC, pages, March 16<sup>th</sup> for your review. If you are in phase 1 or 2 school or have colleagues in one of the schools, please encourage them to take the survey once it goes out.

- **Technology Software/Hardware Process**

Linda has created a flow chart to assist in navigating the Technology Software/Hardware approval process. You can find the flow chart on Canvas, TAC, pages, March 16<sup>th</sup> for your reference and guide you through the steps.

The first step is to send the form to IT department. IT department needs to make sure that the technology will work with our current infrastructure. Once IT reviews the request depending on the nature of the request, it will then go to Teaching and Learning for final approval.

IT will be working on a tracking system over the next few weeks to check request status. This will also provide staff with the ability to see what has already been submitted for review.

- **Small Group Status Check**  
**Current Programs Training**

**1. What is your group's goal?**

The goal is to find out what types of training staff are wanting and how they would like to receive the training.

**2. To reach your goals what are the next steps?**

A Survey Monkey was sent out to staff at the elementary and secondary schools asking them what types of training they would like and how they would like to receive the training. The information is being compiled.

It was brought up that it would be good to send the survey to all staff such as office managers for departments, support services staff and others that are outside of the elementary and secondary schools as they could benefit from some of the training as well. Brad will be sending out the survey.

The goal will be to find out what trainings are most requested and in which way.

**3. Do you need assistance from outside the TAC to reach your goals, if yes, who?**

Once the results are tallied the group will be working with others such as Teaching and Learning, Principals and others to work on the trainings.

**Current Programs Purpose**

**1. What is your group's goal?**

To establish a clear system to organize the list of approved technology hardware and software in a way that makes sense to staff and that is easy to use. Also to review the current list and group the items into categories such as communication tools, presentation tools and so on. The group would also like to add a brief description of what the item is and who it would be best for such as everyone, elementary, secondary or SPED for example.

**2. To reach your goals what are the next steps?**

A survey was sent out to certificated staff at the elementary and secondary schools asking staff for their top 5 most used hardware pieces and the top 5 most used software. 147 staff took the survey, there are approximately 450 certificated staff within the 13 schools surveyed. The results were compiled and grouped by like technology/software.

The next step is to start going through the current list and grouping them into like items, adding categories and descriptions.

**3. Do you need assistance from outside the TAC to reach your goals, if yes, who?**

Once we start going through the list it will be necessary to work with Teaching and Learning and Assistive Technology to make sure that the list is as accurate as possible.

**Canvas**

**1. What is your group's goal?**

The goals are to explore Canvas an ID the different areas and uses. What can we do within Canvas? How can Canvas be used in the Elementary schools?

**2. To reach your goals what are the next steps?**

At the end of April there will be a Canvas 2.0 training, which will be broken into Elementary and Secondary. Prior to the training we will be moving to the next version of Canvas which has a simpler/cleaner look.

The group is continuing to look at the apps and features to see what would be best for the district. They may send out a survey to see what apps staff would want included. The group is also looking at ways to motivate staff to use Canvas for things such as real time

communications, group discussions, document sharing and commenting with parents/students.

**3. Do you need assistance from outside the TAC to reach your goals, if yes, who?**

Our next meeting is on Wednesday, April 20, 2016 from 4:30-6pm in the Ridgeway Room at Washington High School (12420 Ainsworth Ave S, Tacoma, WA 98444)