

Faculty Council Committee Report

Month: [September](#) Year: [2023](#)

COMMITTEE: [Fc Technology Committee](#)

SUBMITTED BY: [Rangarajan, Sunita](#)

Last Meeting Date: (List date of last physical meeting or the dates of e-discussions)
[Friday, September 15, 2023](#)

Active Members: (List all members who attended meeting/or contributed to work listed in this report in order of last name, i.e., John Adams, Mary Barr, Fred Cox, etc.)

[Marlo Ballard](#)
[Robert M. Benavides](#)
[Jillian Deshazo](#)
[Rajasree Kannampuzha](#)
[Mervat Karout](#)
[Kim Lower](#)
[Robert Mcleroy](#)
[Austin O'reilly](#)
[Sunita Rangarajan](#)
[Divya Swaminathan](#)
[Bridget Vosloo](#)
[Mary Weis](#)
[Freddie Williams](#)

Summary of Discussions/Activities: (List the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

-Plan for the year: [Continue with Tech Tip Videos and work with the FC Gradebook Committee.](#)

-Tech Tip Videos: [Monthly Tech Tip videos will be prepared by the committee to be sent to all faculty on the last Friday of the month. The plan is to create a library of tech tips to help with the Canvas gradebook and post them in the Faculty starting line.](#)

-Gradebook Committee: [Work with eLC \(Liaison: Bridget Vosloo\) and FC Gradebook Committee \(Liaison: Marlo Ballard\) to equip all faculty to use the Canvas gradebook to post student grades throughout the semester. This is the preferred method as it is secure and allows students to keep track of their progress in the class.](#)

-The idea of having committee members volunteer to be mentors/contact person at each campus to answer gradebook related questions and help faculty become familiar with the Canvas gradebook was suggested. [Following members volunteered: Marlo Ballard at McKinney; Mervat Karout at Wylie; Freddie Williams at Plano and Sunita Rangarajan at Frisco.](#)

-[Bridget Vosloo shared several videos that eLC has put together to help faculty become familiar with using the Canvas Gradebook. It was suggested that these videos be sent to Associate Deans](#)

for circulation among their faculty.

-Committee members suggested several gradebook-related topics for the Tech Tip videos like relationship between assignment creation and population in gradebooks, how to grade assignments on paper and enter grades manually into Canvas gradebook, include Notes column on gradebook, email students from gradebook, hide unpublished assignments on gradebook, how to upload exams into RegisterBlast for exams to be given at the Testing Center, etc. Mervat will compile these and other topics and email for committee members to sign up.

-Bridget Vosloo from eLC will look into the possibility of training a couple members to help with blurring names and other sensitive information on the Tech Tip videos created. Freddie and Bart have volunteered to get trained and help with the same.

-It was recommended that we gather feedback from faculty regarding issues they may face with the Canvas gradebook.

-Meeting Day/Time: Future meetings will be scheduled for Fridays from 10:30-11:30am via Zoom. Tentative plan is to meet once every month.

Summary of Action Items: (List action items current underway)

-Mervat Karout will email tech tip topics for members to sign up

-Bridget Vosloo will look into organizing Camptasia training for Freddie Williams and Bart McLeroy

-Creation of the first tech tip video to go out to faculty last Friday of September

Date of Next Meeting: Friday, October 13, 2023

Confirmed? (Y/N): Y