

Committee Meetings and Minutes
www3.austincc.edu/it/meetingminutes/

Help Docs - Public View

Site/System Overview

The new site has the same basic features of the former site but now has updated usability.

New features include:

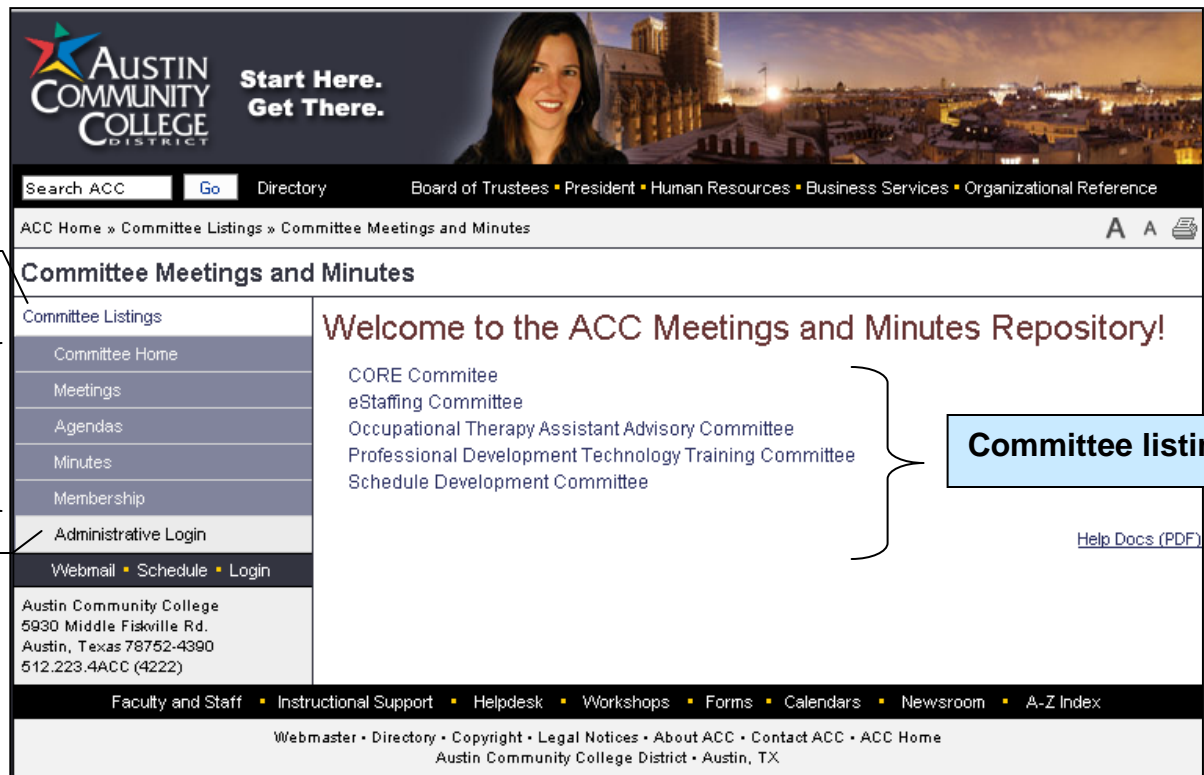
- Announcement feature
- Ability to record member attendance
- Ability to invite guests and record guest meeting attendance
- New login procedure uses the familiar ACCeID
- Member and member details easy to add from current employee info
- Print-friendly versions of agendas and minutes

Members of the college community can view committee meeting details, agendas, posted minutes and current membership as well as search past agendas and minutes.

Return to Committee Listings

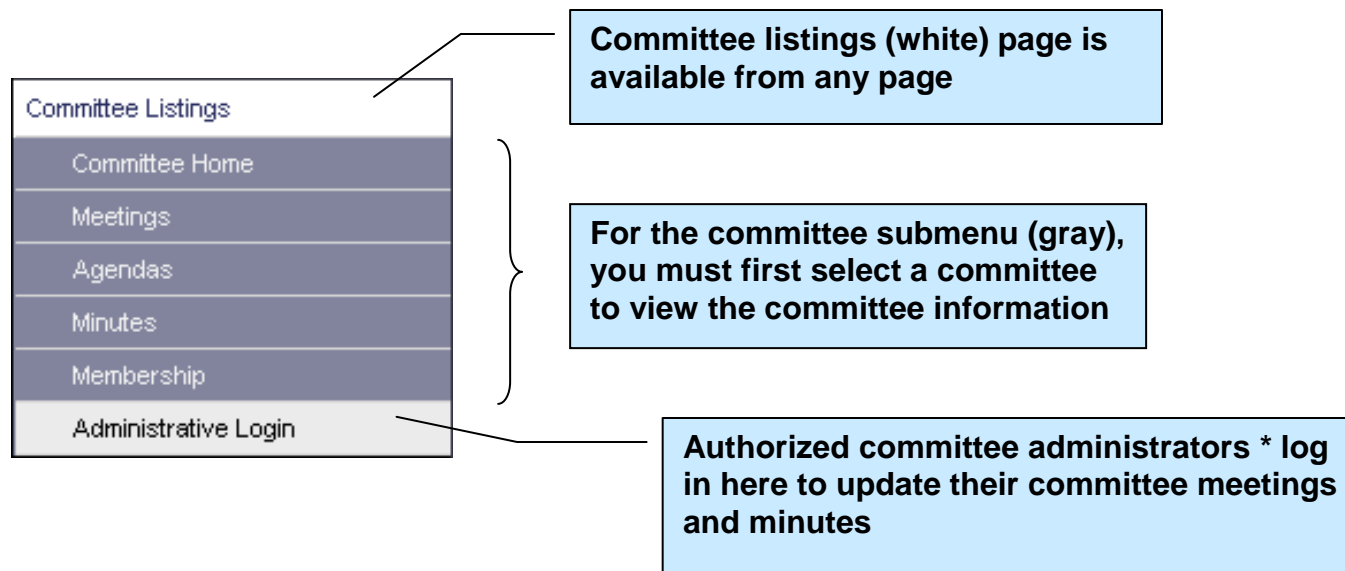
For a committee, select to view meeting or membership details

Administrative Login *

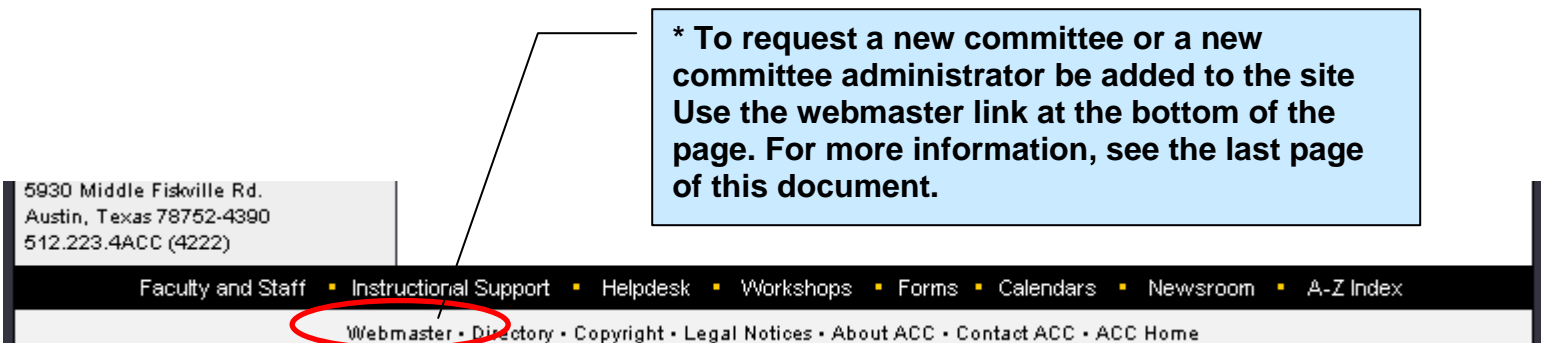


Committee listings

Navigating the Menus



Committee Listings



Committee General Information

Committee Name

Details of the next scheduled meeting, if any exist

Convenient link to Agenda of next meeting

Convenient links to three most recent meetings

Description of the committee's functions and/or purpose

If applicable, to whom the committee's recommendations are forwarded

For questions about a committee or meetings, the contact person is listed here.

Important announcements from the Committee will be posted here

Fun Fact
If no announcement is posted, this image will appear in its place.

Convenient links to other web sites that may be helpful to committee members. Up to six can be listed at one time.

Listed here are the chairs and co-chairs that have been recorded for the committee

Committee Name
Professional Development Technology Training Committee

Next Meeting:
Jul 14, 2009
Time: TBD

Recent Meetings:
Dec 09, 2008
Oct 20, 2008
Feb 12, 2008

Committee Functions:
The PD TTC promotes technology innovations and provides hands-on, interactive workshops to ACC faculty and staff.

Recommendations:
There are no recommendations recorded for this committee.

Additional Resources:
www.austincc.edu/hr/profdev/workshops/index.php
www.austincc.edu/ITdocs/

Committee Contacts:
Dr. Lara Niles
223-7784
604.3 Highland Business Center
lniles@austincc.edu
Casey Ray, Co-chair
223-1153
SVC
cray@austincc.edu

Important Announcement
The technology training committee has developed very useful tutorials on technology innovations at ACC.

Fun Fact
If no announcement is posted, this image will appear in its place.

ACC Committees
Working together to achieve new heights

Convenient links to other web sites that may be helpful to committee members. Up to six can be listed at one time.

Listed here are the chairs and co-chairs that have been recorded for the committee

Scheduled Meetings

Committee Meetings and Minutes

Committee Listings

- Committee **#1**
- Meetings
- Agendas
- Minutes
- Membership
- Administrative Login
- Webmail • Schedule • Login

Austin Community College
 5930 Middle Fiskville Rd.
 Austin, Texas 78752-4390
 512.223.4ACC (4222)

Professional Development Technology Committee

Scheduled Meetings

View meeting information, agenda or minutes by selecting below by meeting date.

Meeting Date	Meeting Agendas	Meeting Minutes (Minutes Status)
August 5, 2009	Agenda	Unavailable
August 3, 2009	Agenda	Minutes (Draft)
July 14, 2009 (Postponed)	Agenda #2	Minutes (Final)
June 16, 2009	Agenda	Unavailable
June 15, 2009	Agenda	Unavailable
June 13, 2009	Agenda	Minutes (Draft)
June 12, 2009	Agenda	Unavailable
June 11, 2009	Agenda	Unavailable
June 8, 2009	Agenda	Unavailable
February 12, 2009	Agenda	Minutes (Draft)
February 1, 2009	Agenda	Unavailable
December 9, 2008	Agenda	Unavailable
October 20, 2008 (Cancelled)	Agenda	Unavailable
February 12, 2008	Agenda	Minutes (Draft)

Listed are all of the meetings that have been

- Step #1** Click “Meetings” on menu
- Step #2** Select meeting date from list
- Step #3** View meeting details and agenda

- Agendas
- Minutes
- Membership
- Administrative Login
- Webmail • Schedule • Login

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Meeting Agendas

Date February 12, 2009
Time 1:00 PM - 3:00 PM
Location HBC-100

#3

Meeting details, including:

- Meeting date
- Meeting time
- Meeting location

- [Agenda](#)
- Item # 1:** The First Item on the Agenda
Presenter S. Person
 - Item # 2:** We Need to Discuss this Second Item
Presenter A. Person
 - Item # 3:** This Third Item is Extremely Important
Presenter N.E. Person

Meeting agenda items and presenters

Meeting Agendas

Committee Meetings and Minutes

Committee Listings

- Committee Home
- Meetings
- Agendas #1**
- Minutes
- Membership
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June 16, 2009	Agenda	Unavailable
June 15, 2009	Agenda	Unavailable
June 13, 2009	Agenda	Minutes (Draft)

Listed are all of the meetings that have been scheduled

- Step #1** Click “Agendas” on menu
- Step #2** Select agenda to the right of the desired meeting date from list
- Step #3** View meeting details and agenda

Committee Meetings and Minutes

Committee Listings

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Professional Development Technology Training Committee

Meeting Agendas

Date	February 12, 2009
Time	1:00 PM - 3:00 PM
Location	HBC-100

Agenda

Item # 1:	The First Item on the Agenda
Presenter	S. Person
Item # 2:	We Need to Discuss this Second Item
Presenter	A. Person
Item # 3:	This Third Item is Extremely Important
Presenter	N.E. Person

Meeting details, including:

- Meeting date
- Meeting time
- Meeting location

Meeting agenda items and presenters for the items

☺ **Fun Fact** ☺
 Since meeting details and agenda items are co-located on a page, selecting “Meetings” or “Agendas” from the menu will eventually get you to the same page.

Meeting Minutes

Step #1 Click “Minutes” on menu

Step #2 Select meeting date from list, if minutes are available

Step #3 View meeting minutes

Austin Community College District
 Start Here. Get There.

Search ACC Go Directory Board of Trustees President Human Resources Business Services Organizational Reference

ACC Home » Committee Listings » Committee Meetings and Minutes

Committee Meetings and Minutes

Committee Listings Committee Home Meetings Agendas Minutes #1 Membership Administrative Login Webmail Schedule Login	<h3>Professional Development Technology Training Committee</h3> <p>Meeting Minutes #2</p> <p>View meeting agenda by selecting below by meeting date</p> <table border="1"> <thead> <tr> <th>Meeting Dates</th> <th>Minutes Status</th> </tr> </thead> <tbody> <tr> <td>August 5, 2009</td> <td>Unavailable</td> </tr> <tr> <td><u>August 3, 2009</u></td> <td>Draft</td> </tr> <tr> <td><u>July 14, 2009</u></td> <td>Final</td> </tr> <tr> <td>June 16, 2009</td> <td>Unavailable</td> </tr> </tbody> </table>	Meeting Dates	Minutes Status	August 5, 2009	Unavailable	<u>August 3, 2009</u>	Draft	<u>July 14, 2009</u>	Final	June 16, 2009	Unavailable
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Listed are all of the meetings that have been scheduled and, if the minutes are available, then the date is a link to the minutes.

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 Start Here. Get There.

Search ACC Go Directory Board of Trustees President Human Resources Business Services Organizational Reference

ACC Home » Committee Listings » Committee Meetings and Minutes

Committee Meetings and Minutes

Committee Listings Committee Home Meetings Agendas Minutes Membership Administrative Login Webmail Schedule Login	<h3>Professional Development Technology Training Committee</h3> <p>Meeting Minutes #3</p> <p>Current Status of Minutes: Draft</p> <p>Date February 12, 2009 Time 1:00 PM - 3:00 PM Location HBC-100</p> <p>Members Present Nicole Bell, Donald Christie, Lara Niles, Casey Ray</p> <p>Guests Present No guest attendance has been recorded.</p> <p>Item # 1: The First Item on the Agenda Presenter S. Person Discussion This is the group discussion and outcome from the first agenda ...</p>
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Committee Membership

Step #1 Click “Membership” on menu

Step #2 View membership listing

The screenshot shows the Austin Community College website. At the top left is the logo with the text "AUSTIN COMMUNITY COLLEGE DISTRICT" and the slogan "Start Here. Get There." Below the logo is a search bar with "Search ACC" and a "Go" button. To the right of the search bar are navigation links: "Directory", "Board of Trustees", "President", "Human Resources", "Business Services", and "Organizational Reference". Below these is a breadcrumb trail: "ACC Home » Committee Listings » Committee Meetings and Minutes".

The main content area is titled "Committee Meetings and Minutes". On the left is a vertical navigation menu with the following items: "Committee Listings", "Committee Home", "Meetings", "Agendas", "Minutes", "Membership", "Administrative Login", and "Webmail | Schedule | Login". The "Membership" item is circled in red and has a red box with "#1" next to it.

The main content area displays the "Professional Development Technology Training Committee" and its "Committee Membership". A red box with "#2" is placed next to the "Committee Membership" heading. Below the heading is a table with the following data:

Name	Representing	Type	Loc	Phone	Email
Lara Niles	Prof-Tech	Chair	HBC 604.3	223-7784	lniles@austincc.edu
Casey Ray	Prof-Tech	Co-chair	SVC	223-1153	cray@austincc.edu
Nicole Bell	Classified	Member	HBC-604	223-7997	nbell2@austincc.edu
Donald Christie	Adjunct Faculty	Member	SVC-113	223-1181	achristi@austincc.edu
Kathy James	Faculty	Member	RGC RGC6-A-1	223-3141	kjames@austincc.edu

Old Site Info

All of the information from the old site will be archived and made available via links on the new site.

Feedback Welcome

Please feel free to contact IT-Applications Development regarding any aspect of the Committee Meetings and Minutes site. All feedback is welcome. Refer to Contact Info below.

New Committee Requests

- Committee name
- Name of requestor (usually the committee chair)
- Email of requestor
- Name of new authorized user
- Email address of new authorized user

Request to Add/Remove Authorized Committee Administrators

Generally, a committee has at least two authorized administrators (usually the Committee Chair and one support person), however, a committee can have up to 6 persons authorized to update committee information. Authorized committee administrators must be college employees. To add or remove authorized individuals, an email should be sent to IT-Applications Development. Use the “webmaster” link located at the bottom of the every page of the site to make your request and be sure to include:

- Committee name
- Name of requestor (usually the committee chair)
- Email of requestor
- Name of new authorized user
- Email address of new authorized user

Contact Info

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Faculty and Staff • Instructional Support • **Helpdesk** • Workshops • Forms • Calendars • Newsroom • A-Z Index

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Contact IT-Applications Development by using this convenient email link for any feedback, including requests and bug reports. Or contact the Help Desk.