

**Kennebec Valley Community College**  
**Meeting Agenda**

September 21, 2016  
3:30 – 5:00 pm

**Type of Meeting:** Instructional Technology Committee

**Meeting Facilitator:** Toni Fredette

**Invitees:** Jennifer Annett, Barbara Bartley, Michael Campbell, Kevin Casey, Stephen Duren, Kathy Englehart, Toni Fredette, Jim Guillemette, Christy Johnson, Mark Kavanaugh, Stephen LaRochelle, Erica Mazzeo, Marcia Parker, Nicholas Runco, Heidi Wheeler, Marjorie York, Lisa York-Lemelin, Don Trask

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Assignment of meeting duties (timekeeper, recorder) (3:40 – 3:50)
- V. Annual Review of Mission and purpose (3:50 – 4:05)
- VI. Open issues
  - a) Learning Management System (LMS) selection (4:05 – 4:30)
  - b) Technology Training Plan Creation (4:30 – 4:40)
  - c) Video Teleconferencing (4:40 – 4:50)
  - d) Classroom Technology – sound issues (4:50 – 5:00)
- VII. Adjournment