ITAC Meeting

March 28, 2013

113A Watson Library, Leesville 121, and Shreveport 221

Remote Locations

Agenda

1. Approval of minutes from November 1, 2012 meeting
2. Old Business
3. New Business
   a. NSTEP Document
   b. Membership Changes
4. Next Meeting

Gail Kwak, ITAC Chairperson

Date 3/28/2013
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<tr>
<th>Print Name</th>
<th>Signature</th>
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<td>Roni Bisacce</td>
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<td>Rita Graves</td>
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**ITAC Chair**

Raul Hinojosa

Signature: ________________________ Date: 3-28-2013
ITAC
March 28, 2013
3:30 p.m.
Watson Library, Room 113A

Signature Sheet

Print Name | Signature | Date
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Roni Bisac | Roni Bisac | 3-28-13
Rita Graves | Rita Graves | 3-28-13
Deanna Houston | Deanna Houston | 3-28-13
Cecil Knott | Cecil Knott | 3-28-13
Juanita Self | Juanita Self | 3-28-13

ITAC Chair

Signature | Date
---|---
Ariel Hackett | 3-28-13
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<td>Stephen Harro</td>
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ITAC Clerk:

[Signature]

[Date]
ITAC Meeting
Thursday, March 28, 2013 at 3:30 PM
113A Watson Library & Remote Locations

Present: Veronica Biscoe, Ginny Brossard, Tracy Brown, Juanita Darby, Gail Kwak, Rita Graves, Stephen Hernandez, Derrick Houston, Cecil Knotts, Jennifer Long, Dale Martin, Helaine Razovsky, Yvette Williams

Gail Kwak called the meeting to order at 3:35 PM. The members of the ITAC discussed their concerns about the mission and function of this body. More than one member suggested that the functions of the council (primarily to rubber stamp required documents) could be folded into those of ELAC. Veronica Biscoe moved that Gail Kwak speak to Dr. Darlene Williams about dissolving the council or changing its function; Rita Graves seconded the motion. The motion passed.

Jennifer Long explained that the NSTEP document determines the use of student technology fees; she suggested that instead of revising and ratifying the document every 5 years, the NSTEP document should become a permanent document to be amended by a temporary committee whenever necessary. Veronica Biscoe pointed out that NSU's goals in the document need to be updated now. The document will be revised and sent out for electronic approval, which is required by May 2013. Rita Graves moved that the NSTEP document be revised only as needed; Yvette Williams seconded the motion. The motion passed.

If the council still exists, the next meeting will be in the fall. Gail will keep us updated about Dr. Williams's vision for the council's future. Rita moved to adjourn; Yvette seconded the motion, which passed. The meeting was adjourned at 3:51 PM.

ITAC Chair, Gail Kwak

Recorder, Helaine Razovsky

Date

5/21/2013

Date

5/8/13
I approve. Stephen Hernandez.

On Apr 11, 2013, at 15:35, "Veronica Biscoe" <ramirezn@nsula.edu> wrote:

I approve the minutes. Thank you, Helaine. – Roni Biscoe

Hi, everyone. I’ve attached a copy of the minutes of the March meeting. Please respond with corrections or approval.

If you could cc your response to Jennifer Long, that would be helpful.

Thanks.

Helaine Razovsky
Professor of English
Department of Language and Communication
Northwestern State University
Natchitoches, LA 71497
razovsky@nsula.edu
Jennifer Long

From: Veronica Biscoe
Sent: Thursday, April 11, 2013 3:36 PM
To: Helaine Razovsky, Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Jack Russell; Jennifer Long; Juanita Self; Laura Aaron; Margot (Molly) S. Giering; Meagan Muellenschlader; Rita Graves; Stephen Hernandez; Tracy Brown; Yvette Ceasar-Williams
Cc: Jennifer Long
Subject: RE: Minutes for March ITAC meeting - Please respond with corrections or approval by email

I approve the minutes. Thank you, Helaine. -- Roni Biscoe

From: Helaine Razovsky
Sent: Thursday, April 11, 2013 1:59 PM
To: Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Helaine Razovsky; Jack Russell; Jennifer Long; Juanita Self; Laura Aaron; Margot (Molly) S. Giering; Meagan Muellenschlader; Rita Graves; Stephen Hernandez; Tracy Brown; Veronica Biscoe; Yvette Ceasar-Williams
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Thanks.

Helaine Razovsky
Professor of English
Department of Language and Communication
Northwestern State University
Natchitoches, LA 71497
razovsky@nsula.edu
I second this motion.

Everything looks on point to me. I move that we accept the minutes as printed.

Yvette Garrett Ceasar-Williams
Associate Registrar for Records
University Registrar’s Office
Natchitoches, LA 71497
318-357-6171
318-357-5823 FAX
williamsy@nsula.edu

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Thanks.

Helaine Razovsky
Professor of English
Department of Language and Communication
Northwestern State University
Natchitoches, LA 71497
razovsky@nsula.edu
From: Laura Aaron
Sent: Thursday, April 11, 2013 3:40 PM
To: Stephen Hernandez
Cc: Veronica Biscoe; Helaine Razovsky; Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Jack Russell; Jennifer Long; Juanita Self; Margot (Molly) S. Giering; Meagan Muellenschlader; Rita Graves; Tracy Brown; Yvette Caesar-Williams
Subject: Re: Minutes for March ITAC meeting - Please respond with corrections or approval by email

I approve.

Sent from my iPhone

On Apr 11, 2013, at 3:36 PM, "Stephen Hernandez" <herandezs@nsula.edu> wrote:

I approve. Stephen Hernandez.

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Natchitoches, LA 71497
razovsky@nsula.edu
Jennifer Long

From: Helaine Razovsky  
Sent: Thursday, April 11, 2013 4:02 PM  
To: Jennifer Long  
Subject: FW: Minutes for March ITAC meeting - Please respond with corrections or approval by email

Helaine Razovsky  
Professor of English  
Dept. of Language and Communication  
NSU  
Natchitoches, LA 71497  
razovsky@nsula.edu

From: Cecil Knotts  
Sent: Thursday, April 11, 2013 2:43 PM  
To: Helaine Razovsky  
Subject: RE: Minutes for March ITAC meeting - Please respond with corrections or approval by email

approve

From: Helaine Razovsky  
Sent: Thursday, April 11, 2013 1:59 PM  
To: Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Helaine Razovsky; Jack Russell; Jennifer Long; Juanita Self; Laura Aaron; Margot (Molly) S. Giering; Meagan Muellenschlader; Rita Graves; Stephen Hernandez; Tracy Brown; Veronica Biscoe; Yvette Ceasar-Williams  
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Helaine Razovsky  
Professor of English  
Department of Language and Communication Northwestern State University Natchitoches, LA 71497  
razovsky@nsula.edu <mailto:razovsky@nsula.edu>
Jennifer Long

Sent: Friday, April 12, 2013 7:50 AM
To: Helaine Razovsky; Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Jack Russell; Jennifer Long; Juanita Self; Laura Aaron; Margot (Molly) S. Giering; Meagan Muehlenschlader; Stephen Hernandez; Tracy Brown; Veronica Biscoe; Yvette Ceasar-Williams
Subject: RE: Minutes for March ITAC meeting - Please respond with corrections or approval by email

I approve.

Rita Graves

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From: Helaine Razovsky
Sent: Thursday, April 11, 2013 1:59 PM
To: Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Helaine Razovsky; Jack Russell; Jennifer Long; Juanita Self; Laura Aaron; Margot (Molly) S. Giering; Meagan Muehlenschlader; Rita Graves; Stephen Hernandez; Tracy Brown; Veronica Biscoe; Yvette Ceasar-Williams
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Northwestern State University
Natchitoches, LA 71497
razovsky@nsula.edu
Jennifer Long

From: Helaine Razovsky
Sent: Thursday, April 11, 2013 7:04 PM
To: Jennifer Long
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Professor of English
Dept. of Language and Communication
NSU
Natchitoches, LA 71497
razovsky@nsula.edu

From: Margot (Molly) S. Giering
Sent: Thursday, April 11, 2013 5:13 PM
To: Helaine Razovsky
Subject: RE: Minutes for March ITAC meeting - Please respond with corrections or approval by email

I approve

Molly Giering
One Card Coordinator
St. Denis
318-357-5131

From: Helaine Razovsky
Sent: Thursday, April 11, 2013 1:59 PM
To: Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Helaine Razovsky; Jack Russell; Jennifer Long; Juanita Self; Laura Aaron; Margot (Molly) S. Giering; Meagan Muellenschlader; Rita Graves; Stephen Hernandez; Tracy Brown; Veronica Bisque; Yvette Ceasars-Williams
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Helaine Razovsky
Professor of English
Department of Language and Communication Northwestern State University Natchitoches, LA 71497
razovsky@nsula.edu
I approve.

I do get to vote, don't I? If not, 😞

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**Gail Kwak**  
Watson Library

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Helaine Razovsky  
Professor of English  
Department of Language and Communication  
Northwestern State University  
Natchitoches, LA 71497  
razovsky@nsula.edu
From: Juanita Self
Sent: Friday, April 12, 2013 9:13 AM
To: Rita Graves; Helaine Razovsky; Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Jack Russell; Jennifer Long; Laura Aaron; Margot (Molly) S. Giering; Meagan Muellenschlader; Stephen Hernandez; Tracy Brown; Veronica Biscoe; Yvette Ceasar-Williams
Subject: RE: Minutes for March ITAC meeting - Please respond with corrections or approval by email

I approve.
Juanita Self

From: Rita Graves
Sent: Friday, April 12, 2013 7:49 AM
To: Helaine Razovsky; Cecil Knotts; Dale Martin; Daphne Sampite; Derrick Houston; Gail Kwak; Jack Russell; Jennifer Long; Juanita Self; Laura Aaron; Margot (Molly) S. Giering; Meagan Muellenschlader; Stephen Hernandez; Tracy Brown; Veronica Biscoe; Yvette Ceasar-Williams
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Rita Graves

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