**CTAB Applications & Equipment Committee**

**Minutes of Meeting –10/30/2013**

**Attending:** Rick Buck, Marcia Burrell, Nicole Decker, Brenda Farnham, Dave Kahn, John Kane, Pat MacNeill, Doug Pippin, David McQuin, Natalie Sturr, Abby Wiertzema, Tim Yager

**Topic of meeting – Tech Tips**

Tech Tips are meant to be an additional communication mechanism to share useful information with faculty and staff. They will be a collaboration between CTAB & CTS.

This was a working meeting as we:

* Brainstormed ideas for useful tips
* Discussed what the end product(s) should look like
* Discussed workflow and collaboration between the Committee and CTS

**Action items from the meeting**

1. A Google Doc will be created to keep track of ideas and actions taken

* The document will be shared with members of the committee plus others interested in participating in the project

1. We should create a form to solicit ideas for Tech Tips
2. Tech Tips should be archived, and the archive site should contain links to:

* Tech Tip suggestion form
* CTS Help Desk and/or ServiceNow
* Workshops – CTS & Ingeniux
* Ingeniux Tips
* CTAB
* CELT

1. Process of creating/publishing a Tech Tip

* Write Tip
* Review by CTS
* Post to archive
* Post to OswegoDaily

1. Volunteers to help write Tips: Dave K, Pat M., Abby W., Natalie S.
2. We will set a time in January for a ‘writing day’ for those who wish to come in and work on putting together Tips
3. Archive – still need to work out details

* One suggestion from CTS is their news blog. This would allow people to comment on the tips

1. Miscellaneous

* Some tips may result in new pages being posted by CTS – web or ServiceNow
* Pages for ideas:
  + <http://www.oswego.edu/cts/services/requests_services.html>
  + <http://180techtips.com/>

**Next meeting:**

* Wed, Dec 4 – 8am – Library, Classroom #2

Natalie Sturr

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