

TTTF Meeting
November 20, 2019
LIB 207

Attending: Chère Whipple, Adam Nimmo, Julie Brown, Chris Sherbesman, Donny Behneman, Jessica Pierce, Chantelle Swaren, Susan Lazenby, Troy Carroll

Absent: Anna Lane, Dawn Ford, Bo Baker, Joel Wells

Minutes from 11-6

Approved

Meeting Notes

- The existing list was brought up. Everyone has contributed one or more lines of data for this spreadsheet.
- The desired general software training list was discussed.
 - o The whole Microsoft suite of products (Word, Excel, Outlook) was already added and LinkedIn Learning will be the source for much of this training in the future.
 - o Zoom conferencing was added as it is used across the institution.
 - o Question Pro is in the same area as Zoom.
 - o Raven was also discussed; previous postmaster positions delivered this training.
 - o Master Calendar was also discussed.
 - o VOIP as well (as it is coming).
 - o Some technology related areas, such as project management, were also discussed and added.
 - o Edison training and IRIS training was added.
- Specialized software training was then discussed.
 - o Some overlapping information was noticed. These can come off desired lists as long as they are already accounted for in the existing unless the recommendation is to add desired to a regular delivery schedule.
 - o Some of this is future facing.
- The writing of the recommendation needs to be our next focus.
 - o In the next couple days, we will need volunteers to assist with writing sections of the document.
 - o Would like to have everything by December 15th. However, if early January is more appropriate, a draft document could be a goal for December 15th.
 - o Copy editing was discussed. Please edit as you find things.
 - o Need to discuss things in this document that need to be done by the permanent committee as they will take more time than the Task Force could

not answer or work through because of time constraints (i.e. needs assessment).

- Linked-In Learning
 - o Currently in procurement process.
 - o Jan 1st rollout for campus is goal. Will know more by end of week.
 - o Integration before rollout to campus is also a goal.
 - o Question? Would this task force communicate this to campus?
 - § Yes but could also be part of ITAC
 - We will need an ongoing communication plan.
 - UTK has an ongoing initiative to continuously reinforce the availability of the resource.
 - Pull from this resource as a component of continuous employee improvement for yearly goals.

Action Items

Meeting Notes – Donny

Data collection – All

Due 11/6: Existing training

Due 11/20: General

Due 12/4: Specialized

Survey – Susan (compile results and report back to group)

Ongoing committee – All to add to recommendation on OneDrive

LiL Contract – Chèrie will work with Chris on LinkedIn Learning agreement/licensing

Begin shell document for recommendations and post to share – Chèrie