COMMITTEE ON EDUCATIONAL TECHNOLOGY
3:00 P.M.-4:30 P.M., Thursday, October 11, 2001

MEETING MINUTES

Present: Robert Burger, Robert Davis, Eric Loehr, Herb Nickles, Scott Bradbury, James Callahan, Samuel Intrator, Thomas Rohlich, and Gregory White

Absent: Charles Staelin

Routine Invitee: Eric Brewer

Approval of Minutes

The committee approved the minutes of the September 20, 2001 meeting.

FCAP Computer Configuration Decisions

Robert Davis requested approval to change the FCAP standard for desktops to a 15" flat-panel display and 512MB of RAM. He said that the 15" flat screen was equivalent to the old 17" monitor in viewing area and that it reduces eyestrain. FCAP delivers about 70 new machines a year and is responsible for re-allocations of old machines and for that reason a hardware standard is essential. Smith College has a four-year upgrade policy for desktops but not everyone requests an upgrade on that schedule. He noted that the new machines have CD-RW as a standard feature and it is important to train faculty and staff to use this feature for their backups. The committee agreed with these recommendations and unanimously approved the new standards.

Reports from Long-Range Planning Subcommittees

Scott Bradbury reported for his subcommittee on using technology and said that they had focused on two categories: student literacy and faculty workshops. Kate Etzel, Director of User Support Services will present ElementK to the subcommittee. He said that we have purchased a license to offer this online option for staff/faculty/student development. Some schools have a basic license for each student and require that they use this tool to assure basic skills. Linda Ahearn, a senior programmer/analyst with the Instructional Development team in Educational Technology Services has been invited to join the subcommittee. She is working on a proposal to offer faculty workshops/seminars on using technology on campus.

Bob Burger reported for the subcommittee on creating/maintaining the infrastructure. He said that the committee had classified maintenance of academic software into the following groups:

1) Universal software i.e. Microsoft Office and operating systems like Windows and MacOS10 are available to all college-owned machines would be the responsibility of I.T.S.

2) Pedagogical software used in the classrooms, C.E.T. approved packages (e.g., PhotoShop) and initiatives for curricular development and innovations (e.g., GIS software) would be the responsibility of C.E.T.

3) Research software would be the responsibility of C.F.C.D. but could come to C.E.T. for review and recommendations.

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Bob said that the subcommittee is developing a list of rooms on campus that use technology and looking into creation of a software money book. This would include the request process, available service and support, and would include C.E.T. and C.F.C.D. software.

Universal Student Access (U.S.A.)

Herb, Robert, and Bob have prepared a revised funding proposal for U.S.A. by request of Susan Bourque. The new proposal is for a four-year implementation for direct purchase of laptops by those students who are able and an increase in financial aid to support the purchase for those students who require assistance. This proposal will go to C.A.P. on October 31st and if approved will go to C.M.P. An implementation plan and approval of standards would come back to C.E.T.

Discussion of S.R.I.S.

Herb said that I.T.C.C. has requested that C.E.T. make a recommendation to them at their October 16th meeting about the disposition of S.R.I.S. He gave the committee a handout that contained several alternatives, regional rate plans, and a summary of a survey of C.L.A.C. schools on this topic. The committee agreed that the contract with Crocker Communications should be terminated but could not come to an agreement on which alternate plan should be recommended to I.T.C.C. They will study the alternatives and try to come to an agreement at the next meeting.

There being no further business to discuss on the agenda in the time allotted, the meeting adjourned at 4:30 P.M. The next meeting for CET will be on October 25th at 3:00 PM in Stoddard Hall G4.

Respectfully submitted,

Constance McGinn, recorder