COMMITTEE ON EDUCATIONAL TECHNOLOGY
3:00 P.M.-4:30 P.M., Thursday, December 6, 2001

MEETING MINUTES

Present: Robert Burger, Robert Davis, Eric Loehr, Herb Nickles, James Callahan, Samuel Intrator, Thomas Rohlich, Charles Staelin, and Greg White

Absent: Scott Bradbury

Routine Invitee: Eric Brewer

Approval of Minutes

The committee approved the minutes of the November 15, 2001 meeting.

Meeting Schedule for Spring Semester

Bob asked if this same time, Thursday's from 3:00 – 4:30 PM would work for everyone next semester and found that there may be conflicts with teaching schedules. It was decided that Connie should request everyone's teaching schedules and determine what time would be most convenient.

Additional CET Grant Proposals

Robert Davis presented two more proposals that had been received in a timely fashion for funding consideration. These proposals were discussed and voted on as follows:

- ϖ Don Siegel – ESS – request for an Infocus LCD projector at a cost of $5999. Because this is a request for replacement of existing equipment, the committee felt that it should be given a low priority. It was agreed that this proposal would be reviewed after the spring grant proposals are funded if there are funds remaining.

- ϖ Jay Garfield – Philosophy – request for a G4 PowerBook and software at a cost of $3879. The committee expressed concern about funding the purchase of laptops for faculty when traveling or doing research. There is a laptop loan program available for this purpose and there is the possibility of exchanging an FCAP desktop computer for a laptop if that is preferred. Robert Davis will make sure that the equipment being requested is available through the laptop loan program. Request denied.

- ϖ Bob Newton – Bob Burger spoke to Bob Newton about the question the committee had about the "other expenses" listed on his funding request. The $450 was for reimbursing student assistants in the teaching labs and it was decided that he should speak to the Provost for curriculum funding to cover this portion of his request.

SRIS

Bob Burger spoke about the status of the SRIS proposal that had gone through ITCC and was reported to the faculty by Provost Bourque. Charles said that CFCD had discussed this decision and voted overwhelmingly not to cancel Crocker Communications services until faculty have been assisted in finding another ISP. The Provost has requested that CET discuss possible solutions for the faculty with regard to reimbursement for individual ISP. Herb said that for now the Provost wanted the contract

COMMITTEE ON EDUCATIONAL TECHNOLOGY

COMMITTEE ON EDUCATIONAL TECHNOLOGY
3:00 P.M.-4:30 P.M., Thursday, December 6, 2001

with Crocker to be discontinued at the end of January and a one-time $100 reimbursement made to faculty and staff who provide proof of new service. The committee only discussed the issue of ongoing support to faculty as follows:

- ϖ Greg- The overhead of a reimbursement program for faculty would be expensive, the criteria for qualifying for reimbursements would be very important, and it seems like a lot of extra paperwork for faculty in order to receive reimbursement.

- ϖ Sam- He felt that CET's concerns were not properly addressed at the faculty meeting and wondered if there was a possibility of partnering with Five Colleges to obtain Internet service.

- ϖ Herb- UMass has it's own dial-up service but if we used their service we would be responsible for supporting it and would have no control over it. He said that the nature of ISP's at this time, unlike in the past, is that it is less expensive for individuals to obtain service than it is for businesses or groups.

- ϖ Charles- The CFCD said that perhaps if the SRIS issue of reimbursing faculty for ISP cannot be resolved, it might be an option to put the savings from Crocker (faculty portion) into a CFCD fund for other uses by all faculty.

- ϖ Tom- There should be a greater emphasis on the fact that money saved from Crocker funding an increase in bandwidth on campus that benefits all faculty as well as staff.

Reports from Sub-committees

Greg reported that his committee continues to work on a software policy and that Robert Davis and Charles Staelin would be meeting to standardize the funding sources of software purchases. The CET will continue to be the gateway for all software requests. The committee was provided with a list of computer classrooms and labs. Greg said that a wish list was being developed for these facilities to make them more user-friendly. Robert will find out which facilities currently use portable equipment the most. These facilities would be targeted for permanent equipment set-ups so that faculty could depend upon specific facilities for their classes. Greg also said that it would be important to integrate this information with the Registrar's office so that classroom assignment can be made to address specific space and equipment requirements.

Jim said that Lisa DeCarolis had spoken to their group about student skill-levels. She reported that in the student labs she found that there were no issues with basic competency. Bob and Eric Brewer said that they disagreed with that assessment and that they saw many students who were unable to even log on to a computer. Robert said that a student survey and self-assessment would be very helpful, something that could include a scavenger hunt on the Smith website to test proficiency. He said that there should be special workshops for ADA students, initial training for BlackBoard users, and quick workshops in Word. Another level of training could be made available for students in Excel, etc.

Report of Exec.Dir.ITS

COMMITTEE ON EDUCATIONAL TECHNOLOGY
3:00 P.M.-4:30 P.M., Thursday, December 6, 2001

The search for a new Director of Administrative Technology has ended with two failed searches and as a result the decision was made to enlist the help of a search firm. A.T.Kearney, a firm in California that is assisting Mt.Holyoke in their search for a Director of ITS and Libraries has been contracted to conduct our search.

Herb said that ITS has developed a CD that can be used on all platforms to install Mulberry and is in the process of developing instructions for faculty and staff. The CD's will be made available at the beginning of spring semester.

Report of Dir. of ET

Robert said that he had a request for a software license from a member of Five Colleges who is doing work at Smith. The committee agreed that the license should be provided.

He said that he and Charles would be looking at funding sources for upgrading equipment for active emeriti. Robert also said that his group is working on two operating system upgrades (Win XP and OSX) with a target date of summer 2002 for installation in classrooms and resource centers.

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 C.E.T. will be in January once a spring schedule can be formulated.

Respectfully submitted,

Constance McGinn, recorder