

# COMMITTEE ON EDUCATIONAL TECHNOLOGY

3:00 P.M.- 4:30 P.M., Thursday, April 25,2002

## MEETING MINUTES

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

**Absent:** Robert Burger

**Guest:** Eric Brewer

### Approval of Minutes

The minutes of the April 11,2002 meeting were approved with the amended text approving the CET grant application of Barry Moser for \$15,399 for the acquisition of a type library.

### Long-Range Planning subcommittees- reports and discussion

Greg White and the subcommittee on academic software and hardware provided the committee with their reports. Robert Davis and Charles Staelin will meet to discuss the sustainability of funding and the results of that discussion will be added to the report. Greg will make a few edits to the report and add a statement about coordinating with the Registrar for assigning classrooms that include technology. With these amendments to be made, the committee accepted the report of this subcommittee and the Chair thanked them for their work.

Scott Bradbury and the subcommittee on pedagogy and research provided the committee with their report for discussion. The recommendation to purchase Endnote as a standard bibliography program was discussed at length. Licenses will be expensive and the faculty will need to be provided with the software initially so that they can determine its usefulness in their courses. It was decided that a pilot program with fifty licenses that will be advertised to faculty and must be requested through the CET software request process would be the most reasonable way to proceed with Endnotes.

In the final paragraph of the report, the committee amended the text in the first recommendation to read, "Finally, we recommend that User Services take measures to reduce problems in three areas: Virus Protection, File and Email Management, and back up of files."

With these amendments and a couple of typographical errors corrected, the report was accepted by the committee and the Chair thanked the subcommittee for their efforts.

### Report from the Executive Director, ITS

Herb spoke about the effects of the thunderstorm on Friday, April 19<sup>th</sup> to the IT infrastructure on the campus. He said that nine houses were affected and that several of them had no network access until Monday. The telephone switch sustained two outages in succession and this resulted in the system failure. The telephones were down for three hours on the campus. Herb said that despite the fact that some key staff members were away on vacation, the problems were dealt with in a timely fashion.

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Herb also said that Smith has made an institutional commitment to provide the matching funds necessary to submit a proposal to NSF for Internet 2 connectivity.

### Report from the Director, ETS

Robert requested and received approval to change the following FCAP standards:

- 1) Windows PCs will come with Office XP
- 2) Laptops will come with internal wireless network cards

There being no further business to discuss on the agenda in the time allotted, the meeting adjourned at 4:30 P.M. The next and final meeting for C.E.T. for this semester is May 2nd at 3:00 PM in Stoddard Hall G4.

Respectfully submitted,

Constance McGinn, recorder