

MEETING MINUTES

Present: Margaret Anderson, Anna Botta, Robert Buchele, James Callahan, Robert Davis, Samuel Intrator, Eric Loehr, Herbert Nickles, Charles Staelin

Absent: Scott Bradbury

Guest: Eric Brewer

All members of CET were introduced.

Nominations for chair

Samuel Intrator nominated Scott Bradbury and Margaret Anderson seconded the motion. The motion was tabled until Scott is apprised of the committee's desire to seat him as chair.

Overview of CET responsibilities

Jim provided an overview of CET responsibilities. CET is responsible for carrying out a grants process twice a year. The proposals will be submitted in the fall and the spring. Herb Nickles noted that ITS has refined over the past few years the online forms for the grant application process. The dates on the forms now correspond with the CFCD grant dates. Robert Davis encouraged new members of CET to visit the CET website to review the grant process and other information.

CET is also responsible for reviewing and initiating the policies for educational technology on campus.

CET has been charged with establishing hardware and software standards for the academic environment at Smith. The ETS staff does research on this topic and provides CET with the necessary information to set these standards.

Committee on Educational Technology
2:45-4:00 PM , Monday, September 9, 2002

Faculty training

Robert Davis reported that faculty training is challenging each year. This year there is a new schedule of desktop training. Bob Buchele asked what faculty training is currently available. Robert suggested the continuation of the lunchtime presentation schedule. Margaret suggested that the lunchtime presentations be integrated into the existing lunch presentations scheduled for faculty.

Subcommittees

Sam explained that last year the committee had divided into two subcommittees: 1) Infrastructure Issues and 2) Teaching & Learning. Herb noted that the two committees produced written recommendations to the Provost at the end of 2002. An Ad Hoc Long Range Planning Advisory Committee on Educational Technology was established by the Provost to develop a plan to implement the recommendations. CET also produced a document on Universal Student Access (USA) at the end of 2001. New members will be provided with copies of the USA document, which contains recommendations from CET for a laptop requirement at Smith.

History of self study recommendations

Herb provided the committee with a brief history of the self-study findings and recommendations. The recommendations have been used as a long range planning document in ITS. Another result of the self study was the establishment of CET, ITCC (Information Technology Coordinating Committee) and CATS (Committee on Administrative Technology Services). CET was established in the fall of 1998.

Multi-media classrooms

Several committee members requested that part of the regular CET meeting time be used for tours of various labs and multi-media classrooms, including presentations by the staff running those facilities. Herb said that the Five College Interactive Network Classroom and Bass 103 are prototypical multi-media classrooms.

Committee on Educational Technology
2:45-4:00 PM , Monday, September 9, 2002

'Faculty needs' subcommittee

Sam advocated for the needs and wants of the faculty. He proposed a subcommittee to conduct a faculty needs assessment.

Internet 2

Herb talked about Internet 2, a high-speed network devoted to higher education and research institutions. We have been recommended for a two year, \$150,000 NSF grant to connect Smith to Internet 2. The grant would be matched by funds from Smith. We will be informed of the decision in early October. When implemented, faculty co-investigator's labs and offices and video conferencing classrooms will be wired for Internet 2 access.

Faculty will also receive a side benefit to Internet 2 services. Because Internet 2 will also carry all .edu traffic, it will improve general Internet response time.

Five-college fiber optic network

The Five-College IT directors are sending out a request for bids for a fiber optic network to service all five campuses. The network would connect the campuses via leased fiber optic cable to the Springfield POP where we would have access to major telecommunications resources. The Directors hope to have a privately held fiber optic network in place within two years.

Video conferencing

Anna Botta stated that other colleges use different protocols for video conferencing, and some charge Smith to participate in video conferences. She suggested that there is a need to maintain a video conferencing budget year to year, in order to pay these expenses.

End notes

Jim will talk to Scott about the chairmanship of CET.

Herb asked Connie to provide background materials on CET to new members.

Committee on Educational Technology
2:45-4:00 PM , Monday, September 9, 2002

Sam suggested a need for a map of campus showing the locations and availability of technology.

Margaret requested coordination and communication between Physical Plant, ITS and faculty regarding multi-media classrooms and other facilities, so that each area can have its needs met.

There being no further business to discuss on the agenda in the time allotted, the meeting adjourned at 4:00 P.M. The next meeting of CET will be on September 23 at 2:45 pm in Stoddard Hall G4.

Respectfully submitted,

Constance McGinn, recorder