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Committee on Educational Technology
2:45-4:00 PM , Monday, September 23, 2002

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MEETING MINUTES

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

Absent: Anna Botta

Guest: Eric Brewer

All members of CET were introduced.

Nominations for chair

Jim Callahan moved to nominate Scott Bradbury to be chair of CET this year, Bob Buchele seconded the motion, and the vote was unanimous to place Scott as chair. Scott agreed to serve and will represent CET at the ITCC meetings.

Approval of Minutes and matters arising

The minutes of the September 9th meeting were reviewed and approved as written. Margaret asked if Banner registration could be modified to remove summer and SSW courses prior to fall and spring registrations as it really slows the process and requires more navigation. Herb said that ITS has been looking into a "bug" in the faculty advising module but that he would check with the Registrar's office regarding Margaret's request.

Discussion of CET initiatives

Scott said that he had a meeting with Bob Burger, chair of the new ad hoc long range planning committee to discuss how CET will coordinate their efforts with this new committee. The ad hoc committee will be doing an assessment of what the faculty is doing with technology. They have proposed to use students in a statistics class to actually make appointments with faculty and complete survey questions and compile the results that will then be reviewed by the Institutional Research office. Scott asked CET if they thought this was a good idea and they all agreed that it was.

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Susie Bourque would like CET to create the questionnaire about integration of technology in the classroom. This questionnaire would include such categories as email, Blackboard, Banner, and web pages. Sam suggested asking how the faculty is presently using technology: 1) What do you do with technology? 2) What can't you do that you would like to do?, and 3) Are classroom assignments part of the problem? He also would ask where the faculty presently goes for help and what is frustrating them about using technology.

Scott suggested touring the campus to see what is available. He also said that it would be useful to have presentations by high-end users at the faculty lunches to demonstrate what they are doing with technology. Bob and Margaret both felt that beginning users might need help framing questions to ask regarding getting started teaching with technology.

Herb said that he would look for materials from the self-study that identified different levels of users so as to focus on individual needs. He also suggested identifying those on campus who are "local experts"- those proficient with technology in their specific areas.

Suggestions for questions fell into two categories:

1) Presentation use of technology:
   Do you use Blackboard in class? How?
   Are you frustrated when you try to use it? How?
   Do you give your students your email address and encourage them to communicate with you that way?

2) Interactive use of technology
   Do you assign students work that helps develop their technology skills?
   Do your students use technology even beyond your expectations?
   If you are not using technology….Why?
   Are your classroom facilities adequate?

Eric Brewer said that there should be discipline specific hardware and software questions…….What is being used? And is more needed?

Sam said faculty should be asked about their awareness of CET and ET initiatives and grants and also about partnerships available with the library.

Scott suggested dividing the areas of questioning amongst the CET faculty to develop a series of questions on a topic. Herb felt that many questions could be posed with multiple-choice responses to give a greater amount of information. Scott asked Herb to contact colleges via his listserve to see if there has already been a survey like this done at other institutions like Smith. Robert Davis noted that while CET was waiting for a response to Herb's inquiry, the committee should begin developing questions.

Report from Director of Educational Technology Services

Robert reported that FCAP funding was running on empty. The increase numbers of emeriti and part time faculty with special computing needs are depleting the equipment budget. He said that he has already taken peripherals and software out of the FCAP budget in an effort to make the funds go further. He requested that CET have a subcommittee look at this funding and make recommendations.

Robert said that it was still a problem to get faculty who have signed up for training top actually come to the training. It is proving to be expensive to run training sessions that have only partial attendance. Jim wondered about charging departments for one-on-one training of faculty who would prefer to be trained on an "as needed" basis. Could ITS afford to have a technology tutor available for such a service? Herb said that when an FCAP machine is delivered, there is a 1:1 tutorial given. During this process there is a needs assessment with follow-up training. ITS has one employee, Aisha Gabriel, who does this full time.

Robert said that he was making changes to the CET website for grant application deadlines and list of committee members.

Report from the Executive Director, ITS

Herb said the summer was very busy in ITS. Faculty was moved into the Fine Arts building which has 900 network drops, wireless potential built in, and a touch screen system. The network servers and routers were upgraded and uninterruptible power supplies added to network components. The User Support Center worked with students to develop a new front end to the Smith homepage. Kate Etzel had worked with the students to develop "START" (Student Technology and Resource Times). The USC also distributed a CD to install Smith licensed software at central check-in. The ReAct students went through training with User Support staff and the work they did during central check-in was very successful. They responded to requests for technical assistance and went to the student houses after hours and on weekends and were able to solve the majority of problems that arose.

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Scott said that at the next meeting the committee should be prepared to develop subcommittees and discuss FCAP and faculty training issues. He also thought that the committee should start holding the meetings in different places on campus that are resource centers in an effort to familiarize the committee with those resources. Robert will see what is available for the next meeting and Connie will let everyone know where the meeting will be held.

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 October 7 at 2:45 pm in a location still to be determined.

Respectfully submitted,

Constance McGinn, recorder