

Committee on Educational Technology
2:45-4:00 PM , Monday, October 7, 2002

MEETING MINUTES

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

Absent: Eric Loehr

Guest: Eric Brewer

Scott said that he had spoken with Katherine Halvorsen after the ad hoc long range planning committee meeting about CET's participation in the creation of a faculty questionnaire on use of technology. She agreed to meet with CET today to work on the questionnaire, as it needs to be in a final draft format by October 21st.

Katherine Halvorsen was introduced. Scott recapped CET's charge to assist the long range planning committee in preparing the faculty survey and said that Katherine's class would be administering the survey. Herb noted that the difference between the ad hoc committee and CET is that the ad hoc committee is charged with long range planning and CET deals with more immediate needs such as the CET innovative use of technology grants, faculty software and hardware standards, and so forth.

Katherine said that the faculty would receive a letter from Susie Bourque as chair of the ad hoc long range planning committee explaining the need for their participation in the technology survey. There followed a discussion about whether all of the faculty would be surveyed, whether it should be limited to permanent full-time faculty only, or include part-time lecturers and adjunct faculty. Katherine proposed the idea of a random statistical sample and the committee liked the idea if it was stratified to include faculty in all divisions. This seemed to make the survey a more manageable size for Katherine's class and if the survey were kept to about fifteen minutes it would be acceptable to faculty.

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The committee agreed that the following categories were reasonable for the survey:

- 1) How are you currently using technology (in your teaching, in your research, for other things)?
- 2) How would you change Smith's technology environment in ways that would make your use of technology easier or better?
- 3) What kinds of (ongoing) problems have you encountered in your use of technology?
- 4) Looking ahead to the next few years, what would you like to be able to do with technology.....primarily in your scholarship....that you are currently unable to do?
- 5) Assessing how students are using technology in their work.....what are faculty having students use it for in their coursework and what would faculty want them to be able to do?

Herb said that the charge to the long-range planning committee was to "Assess the current state of our facility's infrastructure and faculty development programs in the area of educational technology. On the basis of that assessment, design a program to more fully develop the campus environment to support the use of technology to improve teaching and research". He noted that this survey is an important part of this assessment.

Katherine explained that she would like to have a draft of the questionnaire that she would use with her students as a test to see how they interpret and answer it, and then perhaps have the students test a small group of faculty in the same way. She would then revise the questionnaire and come back to the committee with a final draft. A discussion followed to refine questions and sub-categories within the questionnaire. Herb, Robert, and Jim will form a sub-committee that will work with Katherine to develop a final draft of the questionnaire to bring back to the CET. Herb noted that it would be very helpful to include a question about what system each person surveyed is using, eg. Windows, Mac, or Unix.

The approval of the September 23rd minutes will be brought up at the next meeting. Margaret asked that the minutes be revised prior to approval to reflect the following: 1) That summer program and SSW courses could be removed prior to Banner registration in September. Herb said that he could speak to the Registrar about this. 2) Banner was slow and went down during registration. Herb said that there was a "bug" in the faculty advising module that was being worked on.

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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 21 at 2:45 pm in Hillyer 326.

Respectfully submitted,

Constance McGinn, recorder