

Committee on Educational Technology  
2:45-4:00 PM , Monday, October 21, 2002

**MEETING MINUTES**

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

**Absent:** Scott Bradbury, Charles Staelin

**Guest:** Eric Brewer, Katherine Halvorsen

The committee met today in the Digital Imaging Center in Hillyer Hall 326 and was given a demonstration of Luna Insight by Robert Davis. He described the many uses for this software and the importance of the digital image cataloguer in making the images available and pedagogically useful. Margaret Anderson asked if there was a concern about copyright issues and Robert said that there was a fair use policy with regard to use of images. Anna Botta asked if this technology could be made available to students studying abroad through the Smith website. She said that it would be very useful where access to libraries is limited. Robert was uncertain about use of the images out of the country and said that he could look into the feasibility for students abroad. Smith is collaborating with other colleges and universities to increase the collection but there are many issues around copyright. As the Digital Millennium Copyright Agent at Smith, Herb gets any messages about copyright infringements and is able to track the source by the unique IP address. When an infringement occurs, ITS turns off service for that user and issues a warning prior to service being reinstated. Jim Callahan suggested that it would be beneficial to have individual workshops in Luna Insight for the Science and Art departments since their uses are so different. Robert spoke about the necessity of sustaining the position of the Digital Image Cataloguer and that this would require a commitment from the college.

Katherine Halvorsen gave the committee the draft questionnaire for the faculty survey. She went through the draft, took suggestions for additions and corrections and asked the committee to submit further comments via email by Friday, October 25<sup>th</sup>. She will then edit the document and have a final

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draft to use for a trial. The committee suggested that ultimately a letter from the Provost should go out to the faculty explaining the importance of their participation in the survey, an email should then go out to those faculty chosen for the random sample, and finally a phone call to make an appointment for the survey itself.

The minutes of the September 23<sup>rd</sup> and October 7<sup>th</sup> meetings were approved as written.

Robert asked the committee to encourage their colleagues to submit innovative use of technology grant proposals by November 15th. The proposals will be reviewed at the November 18<sup>th</sup> CET meeting.

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 November 4th at 2:45 pm in Bass Hall 103.

Respectfully submitted,

Constance McGinn, recorder