

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

MEETING MINUTES

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

Absent: Sam Intrator, Charles Staelin

Guest: Eric Brewer

The committee met today in Bass 103 resource room and Eric Brewer explained the technology that is available for faculty and student use.

Scott thanked Jim for acting as chair at the last meeting and thanked the committee for its work on the faculty questionnaire. The survey questions have been finalized and are being printed, the email from the Provost was sent to all faculty on October 31. The minutes of the October 21, 2002 meeting were approved as written. The deadline for CET proposals is November 15th. It was suggested that Charles send out a reminder to faculty.

Discussion of CET initiatives

The committee discussed initiatives that should be focused on this year and agreed to the following subcommittees:

- 1) A Budget subcommittee that will discuss FCAP standards, prioritizing ETS budget cuts, software standards, and escalating printing costs. This subcommittee will include Jim (chair), Bob, Eric Brewer, Herb, and Robert.
- 2) An Imaging and Faculty Development subcommittee that will develop policy and procedures for the Digital Imaging Classroom and revisit the challenge of providing faculty training, This subcommittee will include Scott, Anna, and Eric Loehr on Imaging, and Sam and Margaret on faculty development. Robert Davis will provide staff support to both groups. The imaging group will join the faculty development group when they have completed work on the policies and procedures.

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The Imaging and Faculty Development subcommittee will meet in Stoddard Hall G4 on the Mondays opposite regularly scheduled CET meetings. They will meet either from 2:30-3:15PM or 3:15-4:00PM in order to allow Herb and Robert to attend various meetings. The Budget subcommittee will meet during that time in Stoddard Hall room 13.

Report by Director of ETS

Robert asked if the committee was happy with the format of having a portion of the meeting time dedicated to demonstrations of resource areas on campus. The committee was very eager to continue meeting in different spaces and learning about what is available on campus. Robert suggested that C114 Alumnae Gym video conferencing room, Wright Hall 233 CFLAC classroom, the VCRC, computer classroom in the library, and Seelye basement resource centers might be future meeting places. He will schedule visits to those areas and let Connie know prior to the scheduled meeting times.

Robert also noted that it may be necessary to create two levels of FCAP standard equipment depending upon how the equipment will be used as part of the cost saving efforts.

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 18th at 2:45 pm in a place to be announced.

Respectfully submitted,

Constance McGinn, recorder