

Committee on Educational Technology

2:45-4:00 PM , Monday, December 2, 2002

MEETING MINUTES

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

Guest: Eric Brewer

The Committee met today in Wright Hall to have demonstrations and view the facilities in Wright Hall Room 5, CFLAC's new multimedia development center, and in Room 233, a computer classroom. Joanne Cannon, the multimedia programmer/analyst in CFLAC assisted with the presentations.

The minutes of the November 18, 2002 meeting were approved as written.

Smith College web page policies

Scott said that he has had several messages from faculty with questions about what can be done to improve academic department web pages. Charles noted that the Dean's office had hired a consultant to help departments develop and upgrade their web pages which had been reasonably successful, but the same consultant had worked with students to train them for web page maintenance and that effort was not successful. She has been contracted now to work with department assistants and to run workshops for the departments on maintaining the web pages. Robert Davis said that for departments needing help modifying content, the User Support Center can provide GoLive training and phone support, but not Dreamweaver support. Bill Weakley would still need to manage the content on the web pages.

Herb noted that CATS has a subcommittee working on web development issues and Eric Brewer, a member of the subcommittee, said that they had been looking into content management systems and were about to come back to CATS with a report and recommendations.

Margaret asked why Smith didn't just have a "Web Tsar" that would be responsible for oversight of all web issues and create a cohesive look and feel to the Smith website. Herb said this had been explored and it would mean a commitment of several FTE's to staff such a department.

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Scott concluded that we should wait for the CATS recommendation that will come to CET for review and comments before going to ITCC.

Reports from Subcommittees

The imaging subcommittee had not met and had no report. They will schedule a meeting for next Monday.

The faculty development subcommittee had met and discussed the following approaches to this issue:

- 1) Seek support for a kiosk at the Smith College Club to advertise the varied uses of technology on campus.
- 2) Create opportunities for faculty to propose custom for small groups of faculty with a department or multiple departments.
- 3) Bring ITS and library staff to departmental meetings to give presentations on technology relevant to the field.
- 4) Establish technology liaisons to departments to develop relationships and assist the departments in using technology.

The budget subcommittee discussed the FCAP budget and the impact of the budget freeze on the purchase of any more faculty computers this year. Before the freeze, 66 machines had been purchased. There is a backlog of people owed machines that will have to wait now and this increasing backlog had made the subcommittee look at the standard and consider reducing the FCAP standard machine in an effort to make the funds that are available go further. Robert Davis gave the committee a handout with proposals for a new FCAP standard to review.

Report from the Director of ETS

Robert asked the committee for a second look at two CET proposals for funding that he was not clear about.

- 1) Fletcher Blanchard- Robert asked if CET was recommending the purchase of the laptop to add to the existing laptop loan pool , make it available for Fletcher to use first, and then return to general use? The committee agreed that this was their understanding and that a letter could go out to Fletcher explaining the committee's decision on his grant request. He was therefore approved for \$3,850.00 to purchase a laptop and digital camera.

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- 2) Susan Greenspan- Robert was to find funds to pay for the purchase of the large printers and software out of ETS money, but now all the equipment money is frozen and he is asking CET to reconsider funding the request. The committee had the same issues around funding replacement of equipment as opposed to funding initiatives but decided that in order for the department to get the necessary equipment CET would loan the funds for the purchase with the understanding that if ETS funds become unfrozen, they would be reimbursed. Therefore, \$8000.00 was approved for the purchase of two large printers and two software packages.

Report of the Executive Director ITS

Herb notified the committee that the budget freeze would affect CET in that the \$50,000.00 for spring initiatives had been frozen for the present.

There being no further time to discuss on the agenda items, the meeting adjourned at 4:00 P.M. The next meeting of CET will be on December 16th at 2:45 pm in Stoddard Hall G4.

Respectfully submitted,

Constance McGinn, recorder