Committee on Educational Technology
8:30-10:00 AM, Wednesday, February 12, 2003

MEETING MINUTES

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

Guest: Charles Staelin

The minutes of the December 2, 2002 meeting were approved as written.

Discussion of FCAP standards

Robert gave the committee a handout with the 10/22/02 pricing for Mac and PC and noted that prices for bulk purchases have dropped even lower. The change to this new standard would mean that some features of the current systems that are not widely utilized will not be standard anymore but the systems will be more powerful. An additional benefit to the new FCAP standard is that the administrative system standard can be upgraded to be the same standard as FCAP—generating additional savings to both budgets through a combined bulk purchase. There can be exceptions made to the FCAP standard with proper justifications and review by CET. The new machines will not have zip drives but will have CD burners. Eric Brewer said that he is working on a tutorial to instruct Science Center faculty on the use of CD backups. Eric Loehr noted that if the student labs have CD burners, there should be signage to students regarding acceptable use policies to avoid use of MP3 burning. The new standard was approved unanimously.

Spring Semester meeting schedule

The subcommittees on budget, faculty development, and imaging are still at work and need to schedule regular meetings for the spring semester. The deadline for CET initiative applications is March 28th and although CET funds are frozen at this time, Herb felt it was important to move ahead with the proposals and rank them to be approved as funds become available. Robert said that there are several areas on campus that CET should visit including: Bass Hall C114 and the

video conferencing facilities in Media Services and Stoddard G4, as well as have an introduction to the Tablet PC which could replace the need for a SmartBoard in a classroom.

The committee agreed to meet from 8:45-9:45 AM on Friday March 14th, April 11th, and May 9th for regular meetings. The budget subcommittee will set a schedule for Fridays from 9-10 AM. Robert will notify the committee about presentations on February 28th and April 4th. The May 9th regular committee meeting will be by videoconference at the two noted locations in Stoddard and Media Services.

Report on Progress of *Ad Hoc* Long-Range Planning Committee

The committee had a retreat in Neilson library to write recommendations on "the big picture", a vision on what the committee will do and then how it will be done. There was much discussion on faculty support for pedagogy, where they could go for assistance with technology, use of technology across the curriculum, minimum technology skills for entering students, and skills all students should have obtained by graduation. The faculty survey results have not been completed as yet, Katherine Halvorsen is working on the report. It was suggested that the data should also go to the ITS statistician, Lois Joy, for evaluation.

Reports from Subcommittees

Margaret presented a draft request form for faculty-initiated technology workshops. Once approved by CET this form would be added to the Smith and ITS websites for easy of access. It was also discussed that the form should be distributed to faculty via email from the chair of CET, inclusion in faculty meeting packets with a notice from Charles Staelin, and perhaps a posting on the information kiosk in the College Club. There should be examples made of the types of workshops that could be made available, workshops that have been done in the past, and an opportunity to suggest workshops that might be helpful in the future. With the suggested change of the form title to read Faculty-Initiated Technology Workshop this form was approved by committee and the subcommittee was applauded for it's work.

There were no reports from the budget or imaging subcommittees.

Report from the Executive Director, ITS

Herb said that based on ACRA's budget assumptions, there will be cuts of 2.4% from each department for 2003-04. For I.T.S. this will mean $185,700. I.T.S. is proposing that this will be achieved by the following cuts:
1) FCAP budget reduced by $50,000. Despite budget reduction it may be possible to purchase more machines with the newly approved FCAP standard.
2) SRIS savings of $57,000
3) Savings on administrative PC's of $25,000, combining orders with FCAP
4) Educational Technology initiatives (CET grants) reduced by $3,600
5) Ancillary administrative software reduced by $25,000 with requests being prioritized by CATS
6) The balance of $25,100 will come out of contingency budgets.

Herb said that the FY 2004 budget cuts should not have a significant impact on most users.

There are now wireless access points in Stoddard Hall and Neilson Library. Systems and Networks have implemented a security system called Blue Socket through which all access points on campus must pass. There is a new policy on use of wireless technology that is going to ITCC for approval.

Herb also noted that there have been complaints about the slowness of access from off-campus. He said this is due to an increase in peer-to-peer software like Kazah being used by Smith students to download and serve MP3 files.

Report from the Director of ETS

Robert spoke to the committee about key serving software that will authenticate use of specific software on each desktop. This will save money in the future since we wouldn't have to purchase as many individual software licenses. The Educational Technology contingency fund will invest in the key server with

funding in future years to be shared between ET and CET. He said that there are policy issues to be worked out and that initial setup will have to be done at each desktop by staff from ITS but that the key server software will be installed in advance on all new machines.

Robert spoke briefly about the recent changes in Media Services. Don King has resigned and has been replaced by Kate Lee. Media Services is the fastest growing area within ETS with more service requests and fewer staff members. They are no longer able to support entertainment functions or taping in classes. Robert noted that there are new projectors and DVD's in every room in Hatfield.

There being no further time for discussion, the meeting adjourned at 10:15 A.M. The next meeting of CET will be on March 14th at 845 AM in Stoddard Hall G4.

Respectfully submitted,

Constance McGinn, recorder