Committee on Educational Technology
11:00-12:00 noon, Monday, December 20, 2004

MEETING MINUTES

Present: Margaret Anderson, Rodger Blum, Eric Brewer, Robert Davis, Chris Gole, Sam Intrator, Eric Loehr, Herb Nickles, and Charles Staelin

Absent: Anna Botta and Roisin O'Sullivan

Guest: Ben Marsden

Minutes of November 15, 2004

The minutes of the November 15, 2004 meeting were approved as written.

The committee agreed to continue meeting on the third Monday of the month from 11-12:00noon during the spring semester. The meetings will be as follows: January 24th(the 17th is MLK holiday), February 21st, March 21st, April 18th, and May 16th. Meetings will be in Stoddard Hall G4 unless otherwise notified.

Fall 2004 CET initiative proposal update

1) James Johnson responded to a request for information on his proposal for 4 seats of Dartfish, a biomechanics analysis system. The committee was satisfied with the response and approved the request for $10,000.00. Sam suggested that perhaps it would be helpful in the future if there was a place on the request form for faculty to clarify how a current request differs from a prior request.

2) Lucretia Knapp & Baba Hillman's request for video production equipment was approved by the committee on the condition that funding be split 50% CET, 50% Provost/Dean of Faculty's office. Connie will send a copy of the proposal to Charles for follow-up in his office. The committee agreed that if the Dean of the Faculty's office did not agree to fund 50% of the $17,180.00 request, they would re-visit the request at the January meeting. $8,590.00 approved at this meeting.

3)   Andy Rotman's request for equipment to record and post lectures and conferences online was met with several questions from the committee at the last meeting and Robert Davis is still waiting for follow-up from Andy on the use of an iPod. Support from Media Services would be limited. This request will be continued for discussion when more information has been gathered.

4)   Barbara Lattanzi and Jeff Heath's request for $5,045.00 for a JVC Network MPEG-4 appliance was not funded at this time because there are questions about security on the network and the lack of manpower to monitor activity. The CET would like to support this type of proposal, but not at this time.

Multiple passwords & Spam filters – Ben Marsden

Ben Marsden, Director of Systems & Networks, provided the committee with a list of Smith IT systems and services requiring authentication. He explained that those services using the LDAP authenticating system should be able to use a single password. CourseInfo and BannerWeb use other authenticating systems and although BannerWeb will continue to require a double password for security reasons, Robert said that if he is able to get funding for a Blackboard upgrade to Enterprise the CourseInfo could move to LDAP authenticating system.

Ben said that there are three levels of spam screen functionality: message is OK, message requires quarantine, or the message must be dropped altogether because it is considered too risky. He said that he has asked the vendor for more access to dropped messages or for the ability to have an administrative quarantine. Currently only the vendor has access to the system logs.

One way to ensure that your emails go through the filter is to include a phrase like "This is about Smith", "Smith College official correspondence", or "Five Colleges official correspondence" in the subject line or body of the email. There are helpful hints on the TARA website.

Chris Gole will speak with Nick Horton about the issues of spam filters and Margie Anderson will speak with Dana Liebsohn about multiple passwords.

Committee on Educational Technology
11:00-12:00 noon, Monday, December 20, 2004

Reliability statement update – Margaret Anderson

Margie said that the Provost/Dean of Faculty office had suggested that CET further articulate our standards of reliability and to try to get more information from Grinnell, Mt.Holyoke, Amherst, and Wellesley. Herb said that he had responses from all but Wellesley and that he is in the process of summarizing a CLAC survey. Most schools said that they provide 8-5 coverage Monday through Friday and a "best effort" response at other times. Once Herb has completed his data collection, he and Margie agree to work together to craft a new statement. Herb said that he has planned to fund a two year limited term position in Systems & Networks for a person to back up Frank Roach, Senior Systems Administrator.

Ben said that he would like to purchase clean client intruder to help track and support upgrades but it is very expensive.

Report form ITCC committee meeting – Margaret Anderson

Margie reported that Herb reviewed the ITS budget priorities, the committee discussed a policy change regarding wireless access points, that she was very impressed with the participation of the students representatives, and she noted that the new Technology Learning Commons will have an open house on January 28th in Seelye basement.

Robert said that he would like to discuss the CET policy on FCAP credits for equipment costing more than $2150.

There being no further time for discussion, the meeting adjourned at 12:00 PM. The next meeting of CET will be January 24th at 11:00AM in Stoddard Hall G4 unless otherwise notified.

Respectfully submitted,

Constance McGinn, recorder