

MEETING MINUTES

Present: Margaret Anderson, Rodger Blum, Anna Botta, Eric Brewer, Robert Davis, Chris Gole, Eric Loehr, Herb Nickles, Roisin O'Sullivan, and Charles Staelin

Absent: San Intrator

The minutes of the January 24, 2005 meeting were approved as written.

Reliability Statement update - Margie/Anna

Margie had sent the committee a draft of the latest reliability statement prior to the meeting and there were several suggestions for deletions, additions, and corrections. Margie said that she would make these changes (including input from Herb), send a copy to Charles for his feedback, and then circulate the new document to the committee before putting the statement up on the CET website.

FCAP standard / Letter of Awareness - Margie/ Anna

The committee had been provided with a draft letter of awareness prior to the meeting and they suggested that the letter should include the original focus of FCAP and also talk about a procedure to see that the goals of FCAP are being met. Margie said that she would make these corrections and send the new letter around to the committee via email for comments and approval prior to sending it to Provost Bourque and the Dean for Academic Development.

Reports from the Director of ETS - Robert Davis

- 1) Learning Commons open house recap: The open house was very successful, the group workstations were up and running and very well received, and there was a steady crowd of visitors throughout the day. The committee suggested that the space could be used for JYA video conferencing events and also be used when the Computer Store has technology fairs. These events would attract faculty, students, and staff.

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- 2) **Summer Seminars:** Robert suggested that the CET faculty subcommittee should schedule a meeting in the near future to discuss summer seminars. ****Subsequent to the meeting it was decided to hold the faculty subcommittee meeting at the same time of the next regularly scheduled CET meeting on March 21st. The subcommittee met in Seelye Hall with Joanne Cannon, Frank Citino, and Robert Davis. The sense of the conversation was that a three-day program for faculty on teaching with technology would be offered May 17-19th. Although members of ITS will develop more specific plans, a general concept was envisioned of technical presentations in the mornings and workshops in the afternoons. In addition, faculty members who want to work on projects with members of ITS could make arrangements to do so on May 20th and during the following week.****
- 3) **Student labs & Classrooms update:** Robert said that because of marked increase in equipment theft, the DDS is unlocked by request only. He said that they will be trying a new alarm system on the projectors where an alarm sounds if the cable is cut or disconnected.
- 4) **Spring 2005 CET Initiatives:** Charles will remind faculty at the March 23rd faculty meeting that the deadline for spring initiative proposals is March 25th. Robert said that there is \$43,609 remaining in the CET budget for grant proposals this year.

Other Business - Herb Nickles

Herb said that UMass had sponsored Smith's membership in Internet2 and the final approval has gone through. We are currently in the testing mode to assure that all the infrastructure is in place and working properly.

Future Agenda Item - Eric Brewer

Eric said that some of the wiring infrastructure in the science Center buildings is getting very old and is affecting teaching. He would like CET to consider endorsing an upgrade from CAT3 wiring in Bass Hall. Charles asked Eric to get estimates for this work as quickly as possible since he might be able to secure some 1-time funding for next year.

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There being no further time for discussion, the meeting adjourned at 12:00 PM. The next meeting of CET March 21st at 11:00AM in Stoddard Hall G4 unless otherwise notified.

Respectfully submitted,

Constance McGinn, recorder