

Thursday October 31, 2013, 3:00 pm – 4:00 pm

Seelye B4, Seelye Hall

Present: Tom Laughner (Co-Chair), Dominique Thiebaut (Co-Chair), Tony Caldanaro, Julia Edwards, David Gregory, Deborah Haas-Wilson, Elisa Lanzi, Joseph O'Rourke, Beth Powell, H el ene Visentin, Mark Umstot

1. Introductions

- J. Edwards, D. Haas-Wilson, and B. Powell were introduced to the group.

2. Approval of October 8 Minutes

3. Virtual Desktop Tool (VCL)

- Kevin Rocha, Manager of Learning Spaces/Event Services, was to present a demo but was out sick.
- VCL was originally designed for students to have access to their work while off campus.
- It makes it possible for students to work on their own computers.
- It was developed by North Carolina State University.
- It has been integrated at all five colleges of the Five Colleges.

4. Grant Discussions (<http://sophia.smith.edu/blog/cet>)

- Equipment must be available to students as well as faculty.
- It is more appropriate that requests for tablets be made through the Committee on Faculty Compensation and Development (CFCD).
 - Christiane Metral's and Maria Succi-Hempstead's request went through the CFCD.
 - Tablets may go the way of laptops, as there are more and more showing up on campus.
 - The group discussed the new iPad that had just been released. It weighs one pound, while the previous version weighs 1.4 pounds.
 - There are about 250 requests that go through the CFCD.
- Faculty who receive equipment through the CET receive priority, but the equipment is owned by ETS to make available to other faculty.

- The group discussed Jon Caris' proposal.
 - The proposal includes teaching and research involving faculty and staff.
 - It cannot easily be used by faculty in other departments.
 - Facilities is interested in his project.

- The group discussed Lucretia Knapp's proposal.
 - There was a question as to whether the Art Department should fund it instead.
 - Is the use only for the Art Department?

- All of the proposals were approved.

- The group discussed guidelines for requesting funding.
 - Faculty may be unaware of which committee to approach for funding.
 - Should a request begin with the faculty member's department and move along to the CET once rejected? Should the request then move along to the CFCD once rejected by the CET?
 - CET grants involve demonstrations.
 - The group concurred that it is a good idea to involve demonstrations to show others how to use the technology developed.
 - CET grants do not need to be new to campus, but rather new to the individual.
 - What should the CET fund if it is not new?
 - When the CET approves a grant M. Umstot will send a letter to the faculty member on behalf of T. Laughner and D. Thiebaut.
 - There was discussion of updating the CET guidelines.

5. Demonstrations of VoiceThread and Tiki-Toki

- VoiceThread Demo
 - Aside from voice recording of content, it has the ability to write comments.
 - There is drawing capability. A line drawn will disappear after a couple of seconds.
 - An institutional license costs \$1,000 annually.

- Tiki-Toki Demo
 - It is a timeline tool.
 - It has the capability to make more than one timeline at once.

6. 2013-2014 Agenda

- The group discussed future agenda items.
 - Clarification of CET guidelines
 - Grants are available to faculty and not to students.
 - Review list of software (what software is supported by whom)
 - The SPSS license is expiring.
 - The cost went up by 30%.
 - Discussion of alternatives
 - Is there a role in this group for online learning?
 - The Sherrerd Center provides slots for ETS to make presentations about technology. ETS can use those slots for faculty to present how they're using technology.
 - Campus tours: CET should meet in classrooms with technology.