

Report of the Technical Services Committee Academic Year 2005-2006

I. Committee Members and Meetings:

The committee included its appointed members, the director of Technical Services, the associate dean for technology, plus representatives from the school's computer labs, UITS, student body, and the Agenda Council. The committee met six times during the academic year: September 30, October 28, December 2, January 20, March 24, and April 28. Minutes for these meetings may be reviewed at the following website: <<http://liberalarts.iupui.edu/techserv/advisorycom.html>>.

Appointed Members: E. Andersen (co-chair), M. Bilodeau, S. Jogi (co-chair), K. Murday, T. Upton (co-chair)

Representatives: R. Sutton (Agenda Council), D. Bivin (SSCC), D. Donaldson (UITS), L. Osborne (Student Rep.), J. Freeman (CBC), D. Ford (Assoc. Dean), M. Scott (Technical Services), A. Simmons (Secretary), R. Vermette (MLRC)

II. Committee Recommendations to the Dean

The committee made the following recommendations to the Dean:

- 1) SLA should vigorously pursue the possibility of relocating some or all of the CA tech centers (SSCC, Comm Tech Lab, Composition-by-computer classrooms, Speaker's Lab, open clusters, etc.) to the space currently occupied by the bookstore in the basement, as is feasible and appropriate. (See Appendix One.)
- 2) The SSCC and CBC should be prioritized for Life Cycle Funding (LCF) upgrades. (See Appendix Two)
- 3) With the approval of the new Technology Committee By-laws, which includes a Lab Advisory Sub-committee, the MLRC and SSCC dean advisory committees should be dissolved, although lab specific ad hoc committees should be encouraged to meet to advocate lab needs to the Tech Committee.
- 4) Reconsider departmental cell phone usage policy. (See Appendix Five)

III. Committee Accomplishments

The committee accomplished the following during its 2005-06 term:

- 1) Developed a formal SLA Lab Food & Drink Policy (see Appendix Three)
- 2) Rewrote committee by-laws (Approved by Faculty Assembly on 3/31/06; see Appendix Four)
 - a) Changing committee name to *Technology Committee*
 - b) Clarifying committee membership
 - c) Adding a standing *Lab Advisory Sub-committee*
- 3) Made four recommendations to the Dean concerning technology
- 4) Created signage to be posted above hallway computer clusters indicating alternate public computer sites on campus
- 5) Reviewed presentations of alternate language lab technologies for new "international learning environment" lab (BS3003 and 3006)

IV. Unfinished Business

The committee has developed a tentative outline for a new SLA Strategic Plan for Use of Technology. The primary agenda for the 2006-07 committee will be the completion of this strategic plan.

Appendix One

From: Upton, Thomas A
Sent: Wednesday, March 29, 2006 9:42 AM
To: White, Robert W.; Ford, David A.
Cc: Tech Services Committee; Harrington, Susanmarie
Subject: CA Technology Suite

Bob and David,

Representing the SLA Technical Services Committee, the three co-chairs - Ellen Andersen, Sumana Jogi, and myself - along with the Director of Technical Services - Mike Scott - very strongly recommend that, as plans are made for the movement of units out of Cavanaugh Hall upon the completion of the new Student Center, a re-evaluation of the space used by the various SLA "labs" and computer classrooms be considered.

Specifically, we believe SLA should vigorously pursue the possibility of relocating the CA tech centers (SSCC, Comm Tech Lab, Composition-by-computer classrooms, Speaker's Lab, open clusters, etc.) to the space currently occupied by the bookstore in the basement. A "suite" of labs and tech space in one central location would have multiple advantages, with the two primary being: (1) combining labs into a central location would allow for greater options and efficiencies for the use of space, personnel, and equipment; and (2) relocating labs into a suite in the basement would free up prime space on upper floors that could be better used by departments (with some space with windows being used more appreciatively!).

The SLA Technical Services Committee has set as its agenda for next year the development of a strategic plan for the use of technology in SLA, for which we are currently laying the foundation. A call for better use of space is likely to be one of the recommendations that we will put forward, but we feel the need to bring this to your attention now as, no doubt, options for about how evacuated space in CA will be re-assigned are currently being discussed.

We recommend that the Dean's Office make it a priority that SLA be represented on any and all campus committees that are making decisions about how space in CA will be re-assigned (there are "rumors" that there are such committees convened that SLA is not a part of) and, in particular, advocate for the current bookstore space as a site for a future SLA Technology Suite. The opportunity of having a space of comparable size come available in CA will not likely come again, which is why we see this as an important time to act.

We fully appreciate that there will be costs for such a move, but believe that there would be long-term benefits to the school with the efficiencies that could be achieved and by the synergy created by having the technology resources located in a common suite. We see this proposal as reflecting the intent of Goal 5 of the SLA Strategic Plan (Maximize resources to further its mission and pursue strategic development) as well as with Goals 1 and 4 and possibly 2. We will be happy to discuss this further with you as appropriate.

Best,
Ellen Andersen, Political Science
Sumana Jogi, Communication Studies
Mike Scott, Technical Services
Thom Upton, English

Appendix Two

Recommendations to Dean for 2006 LCF

Approved by Technical Service Committee, 1/20/2006

TO: SLA Technological Services Committee
FROM: Computer Lab Supervisory Sub-Committee
RE: Summary of our meeting on Feb. 21st, 2006
DATE: Feb. 23, 2006

The meeting started at 1:00pm in the Communications Technology lab. Faculty attending were David Bivin, Julie Freeman, and Rosalie Vermette. Tech representatives were Mike Scott, Mike Maitzen, and Wayne Husted.

The committee first established its mission as providing faculty guidance on strategic directions and approving expenditures over and above \$10,000. It was felt that a lower sum would harm Tech Services performance since we are not especially technically literate and therefore will never be fully cognizant of the Tech needs. We also asked to be kept informed of any unanticipated spending. The combined life-cycle funding (LCF) budget for the different SLA computer labs this fiscal year is approximately \$151,000, of which \$21,000 has been spent leaving discretionary funds of approximately \$130,000. It is the committee's view that there should be a small buffer left in the account of approximately \$5,000. Thus, we felt that a working budget of \$125,000 was reasonable.

The Tech supervisors, after consulting with the SLA administration brought a list of priorities to the committee. These priorities are based on the need to update the equipment in the lab on a regular basis and also to insure that the equipment in the labs is still under warranty. The priorities are as follows:

| | |
|---|------------------|
| Upgrade work stations in the SSCC | \$46,000 |
| Upgrade black and white printers in the SSCC, CA 323, and CA425 | \$7,600 |
| Upgrade work stations in the CBC (CA323 and CA425) | \$55,500 |
| Upgrade studio camera supports in the CommTech Lab | \$13,720 |
| TOTAL | \$122,820 |

Leaving \$7,180 in discretionary spending. After discussions with the supervisors, the committee proposes that the following expenditures for equipment in CommTech Lab:

| | |
|---|---------|
| 4 video/photo cameras and related equipment | \$1,803 |
| Hard disk drive connected to two computers in lab | \$3,240 |

These expenditures bring the total to \$127,863 leaving a surplus of \$2,2137. The committee also reviewed a wish list for future purposes. Two issues were at the forefront of the discussion. The first is financing the hardware and software needs for the Digital Language Lab. Dean Plater has allocated \$75,000 for the creation of the lab. However, it appears that the software alone will cost \$110,000 so clearly additional funds are required.

Appendix Three

SLA Computer Clusters Food/Drink Policy

Passed 1/20/2006

In keeping with the food/drink policy for the computer labs in the library (<http://www.ulib.iupui.edu/libinfo/drinkpol.html>)¹ and for UITs run student technology centers (STC) (http://stc.iupui.edu/Usage_Policy.htm)², the SLA Technical Services Committee has developed the following statement:

The Technical Services Committee endorses the standing policy that no food or drink be allowed near the computer or other electronic equipment in the following SLA Computer Clusters:

ASL, CBC (1&2), SSCC, MLRC, COMTECH, R110, BS3000.

To familiarize students with this policy, and to prevent violations of the policy during class:

1. The policy should be posted prominently in the classroom and perhaps included as a wallpaper on the computer screens.
2. A table will be provided in the lab for food and drinks to be deposited during class.
3. The faculty member teaching the class should not violate the policy.
4. Lab monitors should make a casual check of students as they enter the room and politely remind them of the policy if they are carrying a drink/food.
5. The faculty member should also make a casual check.

In the event of a violation:

1. During a class, violations are the faculty member's responsibility to rectify. If the lab monitor notices a violation, he or she should bring it to the attention of the faculty member without interrupting the class, who will then deal with the student.
2. If there is no class at the time, the lab monitor will approach the student directly and courteously.

The TSC believes this is a fair policy and is consistent with policies for other labs across campus. Nevertheless, it is not intended to be enforced for hallway workstations. While they are important for Liberal Arts students, these hallway workstations are not seen as "mission critical" and there is no great difficulty created if the use of one of these stations is lost due to food/drink spillage. On the other hand, if a lab or classroom workstation is taken off line because of spillage, then the next student (or faculty member) needing to use that workstation is left without necessary classroom resources. That has an immediate, negative impact on the mission of the lab or classroom. The policy was developed as a result of discussions in the ad hoc TSC Lab Sub-committee, with representatives from several labs and Technical Services staff, and the TSC.

¹ "... Food & drinks in any form are not permitted in certain areas of the library, regardless of the container. Those areas are: ... • University Library computer classrooms UL 0106 and UL1130 ... "

² "... **Food and drinks are not permitted in the STCs.** To ensure a sanitary working environment and to reduce the chance of workstation down-time due to accidental spills, please place and keep drinks limited to supplied drink tables or in approved areas..."

Appendix Four

Technology Committee By-Laws Approved at the 3/28/06 Faculty Assembly

1. The Technology Committee will address issues related to technology and technical facilities raised by faculty, students and departments and will advise the Dean on policies, procedures and planning. The committee's functions will include reviewing and updating plans for the use of technology in the School, including making recommendations for the allocation of technology funds.
2. The Technology Committee will consist of seven (7) voting members and two (2) nonvoting members. The voting members will consist of four (4) faculty selected by Agenda Council, the chair of the Lab Advisory Subcommittee, an Agenda Council representative, and a student representative. The nonvoting members will consist of the Director of Technical Services and a representative from the Dean's Office. When possible, a member of the Technology Committee should be a school representative to the IUPUI Faculty Council Technology Committee. The committee will also invite a representative from UITS to attend in a nonvoting capacity.
3. The Technology Committee will have a Lab Advisory Sub-committee. The sub-committee will advise the committee on policies, procedures and planning, and represent concerns related to the Student Technology Centers (e.g., labs). The sub-committee will consist of the following representatives:

Voting Members:

- (a) The faculty chair of the sub-committee, who is appointed by the committee each year, will have a one-year, renewable term.
- (b) In consultation with the chair of the Technology Committee and the Director of Technical Services, the chair of the sub-committee will recommend the appointment of up to six (6) additional faculty to represent the different SLA Student Technology Centers, with new members approved by the Technology Committee. Appointments to the sub-committee will be for staggered, renewable terms of up to three years.
- (c) The student representative of the Technology Committee will serve ex officio on the sub-committee.

Non-Voting Members:

- (d) The Coordinator of Technology Development and the Technical Services Teleproduction Supervisor will serve ex officio on the subcommittee.

Appendix Five

Subject: SLA Cell Phone Policy
Date: Monday, May 1, 2006 9:34 AM
From: Thom Upton <tupton@iupui.edu>
To: Robert White <rwwhite@iupui.edu>
Cc: Tech Services Committee <SLA-TSC@LISTSERV.IUPUI.EDU>, Susanmarie Harrington <sharrin@iupui.edu>
Conversation: SLA Cell Phone Policy

Bob,

At our April 28, 2006, meeting the Technology Services Committee endorsed the following proposal with regards to the use of cell phones by faculty in lieu of "landlines." On behalf of the committee, I am forwarding it to you for your consideration.

Subject to the approval of the department chair, any faculty member that elects to forego a landline in his or her office (to which they are entitled), may be reimbursed by the department for a personal cell phone for an amount equal to one-half of the total cost but not to exceed \$25.00 in any single month. This subsidy only applies to monthly service fees and not to the purchase of the phone or auxiliary equipment. In addition the cell phone number must have a 317 area code to insure that students do not have to pay a long-distance fee to contact the faculty member.

We believe there are many advantages to this, not least of which could be significant cost savings to departments, and we do not see any significant disadvantages to the school, departments, faculty, or students. David Ford, who sits on the committee, will discuss the rationale for the proposal with you further. If you would like any additional information from the committee, please let me know.

Best,
Thom Upton, Co-Chair