

Minutes of Meeting
Technical Services Committee
Friday, January 25, 2002

Convened: 10:08 AM

Present: David Donaldson, Owen Dwyer, Linda Haas, Ursula Niklas, Ron Sandwina, Mike Scott, Robert Sutton, William Schneider, Thomas A. Upton

- I. David Donaldson discussed budget implications for technology upgrades to classrooms in Cavanaugh Hall. He is proceeding as if there will be no changes to the upgrade schedule for these classrooms, but this might change, as budgetary issues are resolved. Two CA classrooms have been identified for technology enhancement this summer. The candidates for technology enhancement are: 211, 221, 237 and 239.
- II. Spring, 2002, STF Teaching Grants were discussed.
 - A. Edits to the current proposal were made.
 1. Page 1. Change the due date to March 18th
 2. Page 1. Paragraph 1 correct "counsel"
 3. Page 1. Add "Requested Funds Total"
 4. Page 3. Replace "STG" with "STF"
 5. Set document to same font and point size throughout
 - B. Proposals are due March 18th. The committee will consider proposals on March 22nd. An extended meeting from 10-1pm has been set.
 - C. The anticipated budget for spring STF Teaching Grants is \$30,000.00
- III. The committee asked Mike Scott to provide a list of past STF Teaching Grant recipients, grant descriptions and award amounts. If summary reports by the recipients are available, he will also provide those.
- IV. The committee asked Mike Scott to provide a list of STF Teaching Grant recipients who have not provided a summary report to the committee. Thom Upton will send reminders to these people that they will need to provide a summary before they will be considered for future grants from this committee.
- V. Spring, 2002, RIF Technology Grants were discussed.
 - A. Current budget for grants is \$10,000.00, but more funds might be available for exceptional proposals.

- B. Each proposal is capped at \$2,500.00, but more funds might be available for exceptional proposal.
 - C. Users may request laptops for research support. These laptops would be signed out for the length of the proposal (indicated on the proposal form), and then returned to the school's laptop pool for general use.
 - D. All equipment purchased under the RIF Technology Grants is owned by the School of Liberal Arts, and must be returned to Technical Services at the end of the research period (indicated on the proposal form).
 - E. RIF Technology Grants will not generally be awarded for wages.
 - F. Proposals are due March 18th. The committee will consider proposals March 22nd.
- VI. The committee considered the idea of an "expiration date" for grants. Monies not spent by grant recipients within a certain period of time after award will be put back into the grant pool. This will need to be discussed further.
- VII. STF grants will be budgeted to a unique account number such as 12-920-31.
- VIII. Closing comments:
- A. Upton:
 - 1. Policy issues regarding SLA workstation privacy and software support are still needed. Committee members should look at the IUPUI privacy statement at <http://www.itpo.iu.edu> (click on "technology policies") to familiarize themselves with the campus interim policy on privacy.
 - 2. The committee still needs to make recommendations to the Dean about the structure and function of the various STC's (Student Technology Centers) Advisory Committees.
 - 3. Mike Scott needs to generate a TechServ FAQ (Frequently Asked Questions) document.
 - B. Scott:
 - 1. Visit the updated Liberal Arts website <http://liberalarts.iupui.edu/> , and Technical Services website <http://liberalarts.iupui.edu/techserv>. David Plater, our website designer, is leaving soon, and concerns should be forwarded to him at <mailto:platerdm@hotmail.com> as soon as possible.
 - C. Schneider:
 - 1. Bill thanked the committee members for providing leadership in resolving technology issues in a thoughtful and deliberative manner.
 - 2. Indicated that a GIS Masters degree program may require a change in the upgrade schedule for the Social Science Computer Classroom, CA436.
 - 3. UITS has proposed raising STF fees by \$25.00 per student to cover the UITS budget shortfall.

4. Graduate students from Liberal Arts are now paying Tech Fee. Improvements in technology support for graduate students have already taken place.

IX. Future meetings:

- February 15th (10:00 AM till 11:30 AM) – Privacy and software support policies
- March 22nd (10:00 AM till 1:00 PM) – Consider STF and RIF Grant applications
- April 26th (10:00 AM till 11:30 AM) – Technical Services unified budget

Adjourned: 11:05 AM