

Minutes of Meeting  
Technical Services Advisory Committee  
January 26, 2001

Present: David Donaldson (UITs), Julie Freeman, William Gronfein, John McCormick, William Schneider (Associate Dean), Mike Scott (Director, Technological Services), Robert Sutton (Chair), Thomas Upton, Kim White-Mills, Jeffrey Wilson

- I. David Donaldson asked that the wording in the November 11, 2000 minutes regarding the projector for the film studies classes be changed to read:

UITs, after researching the quality of the projector, agreed that the projector meets the needs of the film studies classes and will purchase and install the projector.

With this change the committee unanimously approved the minutes.

Mike Scott, Director of Technical Services reported the following:

- II. A full search has been started for the Speaker's Lab Coordinator position. The lab (CA340) is used primarily by students taking R110 speech class. Students use the facility to record and practice their speeches as well as work with a mentor who will evaluate the speech. Other SLA groups can also use the facility. The position is paid 100% by STF and is a technology position, not a teaching position. The person will report to Mike Maitzen and will be moved around to areas where needed.
- III. Enrollment has been better than anticipated which will allow the continuation of the workstation computer upgrade. All 233 MHz machines, the lowest rating, will be replaced and hopefully will continue to at least 300 MHz by the end of the summer.
- IV. Four high-end Wintel laptops and one high-end Mac laptop have been purchased for faculty to check out. As per the policy set by this committee, a person may check out a laptop for two weeks at which time the laptop must be brought back. A person can apply for a longer period. The lower-end machines will be used primarily for those needing to check out a computer for periods longer than two weeks.
- V. The upgrade of NU 103 for the film studies class has been finished. We appreciate the cooperation that UITs has extended us in developing the solution needed for the film studies class.
- VI. Webmail is available. This service allows a person to check jewel e-mail from a web browser anywhere in the world. It also makes attachments a lot easier. Technical

Services will offer training Friday, January 26 and Wednesday, January 31. The URL for webmail is: [webmail.iupui.edu](mailto:webmail.iupui.edu)

- VII. Dean Saatkamp has asked that more faculty start using Oncourse. Mike Scott explained how useful he found it for a course he taught last semester and UITs is working hard to improve it.
- A. Jay Fern is willing to have training sessions for twelve or more people.
  - B. Kitty Flowers, Associate Faculty for English, has created a nearly paperless course using Oncourse and is willing to help anyone wanting to use Oncourse.
  - C. The Center for Teaching and Learning is willing to tailor individual training as well as answer any questions you may have. Steve Bruener, Redd McDaniel, and Elizabeth Ruebens are a few of the staff members at Center for Teaching and Learning who can assist faculty.
  - D. Most of the Technical Services staff will also be available to help get you started with Oncourse.
- VIII. Lab Upgrade:
- A. The Composition By Computers (CBC) labs are expected to be upgraded this summer. There was some concern about funding, but Dean Saatkamp feels that quality is a more important concern. The labs are currently using 133 MHz. Approximately 1500 students use the labs each semester.
  - B. The Social Science Computer Classroom (SSCC) will be the next lab to be upgraded.
- IX. Faculty can now purchase their old workstations. To do so, the potential buyer must pay a private company Advanced MicroElectronics, Inc. (AME) \$35 to examine the workstation and estimate the price. The potential buyer must pay this fee even if he or she, after receiving the report and estimate, decides not to purchase the workstation.
- X. Mike Scott announced that an online version of the Faculty Annual Report is currently being beta tested for use next year, replacing this year's form which has been very difficult to work with.
- XI. Due to the air handling work being performed this summer the SSCC will be off line. Anyone anticipating classes needing the SSCC resources please inform Mike Scott immediately so arrangements can be made. Current options are to use the computer cluster in CA231.

The committee transacted the following business:

- XII. It decided that Small Grant Applications will be due March 21 and that they should be submitted electronically via e-mail to Michelle Simmons at [asimmon@iupui.edu](mailto:asimmon@iupui.edu)

- XIII. The previous subcommittee (Sutton, Gronfein, and Mills-White) was reappointed to revise the Small Grant Application form quickly to ensure timely distribution.
- XIV. Bill Schneider informed the committee that the Research Advisory Committee had voted to allocate \$10,000 for a new Technology Research Grant, to be funded with indirect costs that the school had received from external grants.
- A. The grant is intended for faculty to use for technical support of their research.
  - B. It should be managed the same way as STF funds.
  - C. The Research Advisory Committee requested that Technical Services Advisory Committee administer the grant.
  - D. The grant cannot be used for faculty salaries.
  - E. After discussion the committee decided the following:
    - 1. The committee voted to undertake administering the new grant for a one-semester trial.
    - 2. The grant will be limited to \$2500 per person and will have the same deadline as the Small Grant Proposal.
    - 3. A sub-committee was appointed (Wilson, Upton, and Schneider) to develop guidelines and an application form by adapting those already in place for teaching grants.

XV. Technical Services Advisory Committee meetings for Spring, 2001:

March 2 at 12 noon to 1:30

March 30 at 12 noon to 1:30

April 27 at 12 noon to 1:00

Minutes respectfully submitted,

A. M. Simmons (Technological Services)