

Minutes of Meeting
Technical Services Committee
September 8, 2000

Convened: 1:05 p.m.

Present: David Donaldson, Julie Freeman, Bill Gronfein, Ain Haas, Mike Scott, Robert Sutton, Thomas A. Upton, Kim White-Mills, Jeffrey S. Wilson

Absent: Subir Chakrabarti, John McCormick, William Schneider, Rosalie Vermette,

- I. The committee unanimously agreed the faculty representatives from the labs will have voting privileges.
- II. Bob Sutton was elected chair of the Technical Services Committee.
- III. The committee decided on meeting dates for the next four months:

October 13	1:00pm – 2:30pm
November 17	10:30am – 12 noon
December 1	10:30am – 12 noon
January 26	10:30am – 12 noon
- IV. Mike Scott updated the committee on the Bingham/Touponce funding request for a better projection system in their classroom.
 - A. Garland Elmore has offered three options that Bill Schneider and Mike Scott will discuss with Dennis Bingham and Bill Touponce.
 - B. UITS recognized that faculty needs must be considered when designing and developing teaching and learning technology solutions in classrooms.
 - C. David Donaldson tries to balance equipping classrooms with technology that is standardized with meeting specific faculty needs.
- V. Mike Scott invited the committee to look at CA 229 and CA 235 that UITS updated over the summer.
- VI. Kim asked how "technology affairs in SLA are organized and about the role of the committee."
 - A. Mike explained that Dean Schneider was the SLA Academic Officer, who served as liaison to various campus and system technology groups like UITS. Garland Elmore would like to develop a combination of "Tech-Deans" and Technology Directors from individual schools and departments to form an advisory/communication group.

- B. One of the principal functions of the Technical Services Committee is communication. Committee members are encouraged to bring information to their colleagues and to communicate concerns and issues expressed by their colleagues to Technical Services and SLA administration.
 - C. The Technical Services Committee advises the Dean on a variety of issues such as budget, Technology Support Grants, policies and procedures.
- VII. Walk-up e-mail stations, a STF Small Grant requested by Miriam Langsam last year, are utilizing computers that would have been sent to surplus and are constantly used. They are located in the basement of Cavanaugh Hall outside of the canteen.
- VIII. The committee discussed the funding of SCOLA and unanimously voted to continue funding this year. SLA and ETC will each pay \$2931.39.
- IX. STF Small Grant
- A. Last year the committee discussed and agreed upon criteria for applying for a STF Small Grant. Kim White-Mills asked that a subcommittee combine the different criteria into a final draft to be presented to the committee via e-mail. Bob Sutton and Bill Gronfein will join Kim White-Mills on the subcommittee.
 - B. This year's budget for STF Small Grant is \$40,000.
 - C. The application for STF Small Grant proposals will be announced October 6. The deadline for applications will be October 27.
- X. Mike Scott will talk to Miriam Langsam about finding a student representative from the Student Council to participate on the committee.
- XI. The upgrade of computers has been more conservative than originally intended; however, everyone should be upgraded to a minimum of 233Mhz. If the fiscal budget is better than estimated then the minimum will be increased to 266Mhz. Special needs are encouraged to appeal directly to Technical Services.
- XII. Technical Services will purchase six (6) Window laptops. Due to cost there is no current plan to buy a portable Mac.
- XIII. Mike Scott announced anniversaries within Technical Services. Bill Stuckey has been with the University for 25 years and Joy Kramer and Chrystal Finklea have been with the University for 5 years.
- XIV. David Donaldson announced that the week of September 18th UITS will host "Information Technology Week" on all eight campuses. Details will be announced in the Sagamore.
- XV. David Donaldson asked that comments and suggestions regarding renovated classrooms be sent to him.