SLA Technology Committee Minutes
2/15/08

Attending: Rudy Banerjee, Marc Bilodeau, David Bivin, Helen Bonar, Aye-Nu
Duerksen, David Ford, Amir Mirpoorian, Kimmaree Murday, Mike Scott

11:35 Call to order
      Minutes approved

- Amir Mirpoorian sitting in for Beverly Teach for UITS

- Report from the lab sub committee (David Bivin)
    - Later in the semester they will be addressing the software funding policy.
    - This semester they had one "intensive use" request
        o Current status of policy is a compromise between those who make use
          of the lab on a regular basis throughout the semester, those who need
          the lab perhaps just once in a semester, and those who would like to
          walk in. Applied only to the MLRC for the moment; may be
          considered for other labs to avoid having computer labs reserved for
          one class to the exclusion of other classes. The SSEC (Wayne's
          world) lab is often reserved for entire semesters by classes, and the sub
          committee will consider more widely applying some version of the
          "intensive use" policy.

- Updates from the Faculty Council Technology Committee (Kim Murday)
    - A campus-wide emergency notification is under development with a
      contractor, including options to contact campus members via email, text
      message and telephone (land lines and cellular). There are some issues:
      avoiding spamming the campus, having up-to-date information, the potential
      cost of receiving text messages for users, and the use of students' "home"
      phone entry (as it may in some cases be the number for their parents,
      particularly for traditional college students). This system could be used for
      severe weather, class cancellations, or other emergency events such as the
      attacks at Virginia Tech. Helen confirmed that text messaging is currently the
      most reliable way to contact students.
    - The OncourseCL team has prioritized a large list of suggested improvements,
      which are continuously addressed; they request that faculty and students make
      use of the "help/suggestion" link at the top of the page whenever problems are
      encountered.

- Old business:
    - Clock synchronicity in Cavanaugh
        o David Ford will take this request to the Learning environments committee;
          atomic clocks might be surprisingly inexpensive with sufficient sized
          display

- o Motion submitted by Marc Bilodeau: *The Faculty Assembly asks the Dean to make the installation of accurate and synchronized clocks in all classrooms a priority in any renovation project of Cavanaugh Hall.*
  - o Motion amended to say: *The Faculty Assembly requests the installation of accurate and synchronized clocks in all classrooms and hallways in Cavanaugh Hall.*
  - o This motion will be presented to the Faculty Assembly at our next meeting in March.
  - o UITS is looking into the time display of the Creston interface in classrooms
- Discussion of status of CA319-319A / BS3003 (Mike Scott)
  - o Each carrel in the Sony tape lab has data/power installed now, but the final connections are not made yet. There are delays due to construction issues.
  - o 319A has been opened in the mean time as a print center to avoid abuses of the free printing policy for SLA students
  - o BS 3003 has run into firewall issues that have affected the use of the Sony digital language lab software; UITS has removed their firewalls for the moment as a result
- iPod program briefly discussed (option for faculty who plan to make instructional podcasts to be provided with an iPod)

- Update on SLA technology services (Mike Scott)
  - The basement space that was the bookstore is being used for storage for now; a large conference room may be installed.
  - The air-handling system in Cavanaugh will be undergoing work starting May 8th, tentatively to be finished by July 7th. As a result no summer classes will be scheduled in Cavanaugh, but the SSEC and CBC labs will be open (with warnings of potential problems on the 4th and 5th floors)
  - Staffing changes are continuing, in terms of tasks (not personnel)
    - o One person in charge of HR (work study students, etc.)
    - o Technologist/developer
    - o Instructional developer – possibly Steve LeBeau
  - Two upcoming projects:
    - o March 14th, there will be no building power as the transformer is rebuilt; all workstations must be turned off
    - o Faculty laptop usage has increased, suggesting the need for a policy of non-work use (such as family members who use the laptop when it is at the faculty's residence). Guidelines were suggested for office laptop use: "Limit use by family/friends to avoid contamination issues that will take up tech time to fix." David Ford will be asked to send out a reminder to faculty.