

Minutes of Meeting
Technical Services Committee
January 20, 2006

Convened: 12:30 p.m.

Present: Ellen Andersen, Marc Bilodeau, David Bivin, David Donaldson, David Ford, Julie Freeman, Wayne Husted, Sumana Jogi, Kimmaree Murday, Thom Upton, Mike Scott, Rosalie Vermette

I. The minutes for December 20, 2005 was unanimously approved.

II. Digital Language Lab

- A. Thom Upton announced that Bill Plater has committed to giving \$75,000 to equip the digital language lab.
- B. Mike Scott said that a group will be viewing and video taping different systems at various schools around the state before deciding on the system for the lab.
- C. Mike Scott and David Ford will meet with Susan Sutton to clarify Technology Committee's role will be.

III. David Bivin presented the ad-hoc committee's food and drink policy for Student Technology Centers. The committee unanimously approved the policy.

The Technical Services Committee endorses the 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 the 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.*
- 2. A table will be provided in the lab for food and drinks.*
- 3. The faculty member teaching the class will not violate the policy.*
- 4. Lab monitor 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.*
- 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.*

IV. By-laws

- A. The committee discussed the new by-laws and made some minor changes. Thom Upton will make the changes and present the final version to the committee via e-mail for final approval before sending them to the Faculty Assembly.
- B. The committee unanimously agreed to change the name of the committee from Technical Services Committee to Technology Committee. The new name will reflect the University's committee.

V. Meeting dates:

- February 24, 12:30-2pm
- March 24, 12:30-2pm
- April 28, 12:30-2pm

Adjourned: 1:56 p.m.