

Minutes of Meeting
Technical Services Committee
August 30, 2002

Convened: 11:05 a.m.

Present: David Donaldson, Owen Dwyer, David Ford, Julie E. Freeman, Linda Haas, Anne Royalty, William Schneider, Mike Scott, Thomas A. Upton, Rosalie A. Vermette

- I. Introductions were made. Those elected to the committee were Owen Dwyer, Anne Royalty, Ron Sandwina and Thomas Upton. The other members represent SLA labs (list names) and the Dean's Office (Bill Schneider).
- II. The committee unanimously elected Thomas Upton as chair for the committee.
- III. Bill Schneider welcomed and thanked everyone for being on the committee. He also explained that Mike Scott was the liaison for the Dean's staff as well as the Tech Support staff.
- IV. Thom Upton reviewed the Annual Report for 2001-2002, focusing on Part II and V
 - A. Part II: Committee Recommendation to the Dean
 1. Bill Schneider informed the committee that the creation of a web master position was in the works. It could be combined with duties in the MLRC.
 2. Small Grants are available for this year.
 3. The salaries of SLA technology employees was not addressed by the dean. A subcommittee comprising of Linda Haas, Anne Royalty and Rosalie Vermette will work with Mike to gather info from Human Resources about salaried of technology employees in Bloomington and locally. Based on the findings of the subcommittee the School of Liberal Arts may need to prioritize salary increases and new positions.
 - B. Part V: Unfinished Business – These items may or may not be addressed in the committee's meetings this year.
 1. The committee needs to decide if the committees for the labs should report directly to the dean or to the Technical Advisory Committee.

2. Computer labs have experienced problems with software upgrades due to upgrades not being compatible with the OS or professors changing software every month or two.
 3. The dean has requested another language lab or a dedicated classroom for language classes. The MLRC Committee will work on the request.
 4. To deal with the duplicating needs for the school the dean has recommended that each department have it's own copier. David Ford told the committee that his department is testing this with their own copier. He said the cost for the copier, supplies and maintenance is about the same as what was paid to the school using the school's copiers. Mike Scott said that additional methods used to address this issue was to do a preventative maintenance on the machine before this semester started and one department is not printing out syllabuses. Students need to go to Oncourse to get their syllabus.
 5. The committee has not been diligent in reminding past STF grant recipients to submit reports on completed grant projects.
- V. Technical Services Budget – Mike needs to know what the budget will be for Technical Services, but the way the budget is currently done it is impossible to plan ahead. It was suggested that the committee invite Rick Hanson to a meeting to explain the budget process. Currently, the budget given to Mike is not what is gotten from tech fee. The committee will give Mike a month to see if Rick or the dean move toward an understandable budgeting manner.
- VI. Dean Plater sent a memo to the Academic Deans requesting a report on how funds from the Technology Fee was used in the 2001-02 academic year. Mike Scott drafted a report to submit to Dean Plater for the committee's review. Responses to the report should be sent to Mike via e-mail.
- VII. E-Lilly Presentation: A Thoughtful Use of Technology will be presented in the Lilly Auditorium September 12, 2002 at 4:00pm.
- VIII. The agenda for this semester will be based on Part II and V of last year's annual report.
- A. Review of salary
 - B. Rational budget proposal
 - C. Approved budgets for grants
 1. STF: \$40,000
 2. RIF: \$10,000

- D. Bill Schneider asked that the committee consider appointing someone to watch the IUPUI Plater Initiative and report back to the committee.
- E. October will address the grant proposals for the Fall 2002
- F. November will address the budget and salaries
- G. Dates for the October and November meeting will be determined via e-mail.

IX. Classroom upgrade:

- A. There is a plan to finish upgrading the remaining classrooms at one time instead of spreading out the upgrades over a longer period of time. This brings up the issue about training for the faculty that this committee and the Teaching Committee will jointly need to address this year and the funding for it.
 - 1. Linda Haas suggested that voluntary workshops be done where those who have used the electronic classrooms discuss and demonstrate the use of technology in the electronic classroom as well as those in the workshop coming up with more ideas for using the technology in the electronic classroom. As the need for training expands then the need request funding for formal training personnel can be requested.
 - 2. The assigning of upgraded classrooms for classes appears to be random, but is based on enrollment and equipment needs. The department's chair can request an electronic classroom for specific classes.
 - 3. A portion of the STF Grant can be used for proposals that promote the use of the upgraded classrooms.
- B. The new projectors that have been installed in the electronic classrooms are quieter and have been secured to prevent theft.
- C. Computers have been added to electronic classrooms that were the first group of upgrades.
- D. The committee asked David Donaldson about the possibilities of installing wireless mouse in the electronic classroom. He expressed concern about security and risk of losing the wireless mouse. It was suggested that the wireless receiver be installed then have the departments responsible for purchasing and maintaining the wireless mouse.

Adjourned: 12:44