

Minutes of Meeting
Technical Services Committee
February 25, 2000

Convened: 1:08 p.m.

Present: Subir Chakrabarti, David Donaldson, David E. Hoegberg, Joy Kramer, William Schneider, Mike Scott, Robert Sutton, Thomas A. Upton, Jeffrey S. Wilson, Kim White-Mills

- I. The minutes for the December 3, 1999 meeting needed to have the Convened time changed from p.m. to a.m. Pending the change the minutes were unanimously approved.
- II. Subir requested that the latest minutes be linked to the Technical Services homepage. Mike informed the committee the site would soon be updated.
- III. Joy Kramer discussed the roll out updates
 - A. All computers have been ordered
 1. 122 PCs and 28 Macs ordered
 2. 13 still need to be installed
 - B. \$20,236.85 remains of the \$236,766.00 UITS Grant
- IV. The committee re-addressed requests for more portable computers. The possibility of purchasing some portable computers will be further investigated. Possible options to purchase more portable computers are:
 - A. using the remaining UITS grant funds or
 - B. Upgrade up to a given processor speed like 266 MHz in April
- V. Dave Donaldson discussed UITS classroom upgrades.
 - A. There are four types of classroom.
 1. Type I (Basic): General purpose classrooms that have no technology permanently installed (other than an overhead transparency projector) but have an environment conducive to the use of mobile technology
 2. Type II (Basic Plus): General purpose classrooms of small to medium size that have basic video playback installed and have an environment conducive to the use of mobile technology
 3. Type III (Mid-Range Technology Classroom [MTC]): General purpose classrooms with installed video/data projector(s), VCR, external computer/video/audio inputs, keypad system controller

4. Type IV (Advanced Technology Auditorium [ATA]): General purpose classrooms with installed video/data projector(s), analog and digital storage devices, auxiliary computer/video/audio inputs, touch screen system controller
- B. The upgrades will be done during breaks, but mostly in the summer. Classrooms proposed for upgrade in Cavanaugh Hall are:
 1. Type II: 217, 233, 241, 411
 2. Type III: 219, 237, 349
 3. Type IV: 215, 225, 229, 235, 349, 435
- VI. The committee received STF Grant requests from ESL and Geography. Mike will mail flyers to encourage more responses than what was received from the e-mail notification. The committee will vote on the STF Grant requests in April.
 - VII. Mike announced
 - A. Mike Matizen will be moved to Technical Services and will manage the ASL lab and the Speech Lab.
 - B. Chrystal Finklea's has been upgraded to PA10 and will manage the computer lab in 231.
 - VIII. The next meeting will be on March 31 in CA438 from 1:00pm to 2:30pm.