

Minutes of Meeting  
Technical Services Committee  
November 12, 1999

Convened: 1:08 p.m.

Present: Subir Chakrabarti, David Donaldson, Julie E. Freeman, Joy Kramer, Mike Scott, Robert Sutton, Thomas A. Upton, Rosalie A. Vermette

- I. The minutes for the September 9, 1999 meeting were unanimously approved.
- II. There were some questions regarding requests to use the computer lab in CA231 for classes. All requests will be referred to the Dean's Office which will forward the requests to the Technical Services Committee. These requests, however, should not conflict with the decision of the committee to use CA231 solely as a public cluster (refer to the minutes of the meeting of September 17, 1999).
- III. Laptop sign out:
  - A. The committee discussed and agreed upon a policy for signing out laptops:
    - A person can sign out a laptop for two weeks. At the end of two weeks the laptop needs to be returned for 24 hours for maintenance. If there are no requests for it the person can sign it out again for another two weeks.
    - An individual wishing to sign out a laptop for longer than two weeks will need his/her chair to petition the Dean's Office for an extended sign out period.
  - B. Technical Services will work on increasing the laptop pool. Currently there are three (3) 486 Wintel in the pool as well as two (2) Window laptops in the SSCC and two (2) Mac laptops in the MLRC.
- IV. Telecommuting: With some faculty choosing to work at home instead of their office there is a need to design a policy of how much support the school will provide to support this. Extending such service on a wide basis will stretch the limited resources of Technical Services. The committee suggests some support limited at the moment to installing communication and dialup as well as Word and Excel on computers signed out for home use. The committee will discuss this policy in greater detail.
- V. The committee unanimously approved the STF request by 'Composition by Computing' to purchase two (2) printers and one (1) VCR.
- VI. SCOLA: Dave Donaldson explained the financial arrangements history between International Affairs, ETC, and SLA to pay for SCOLA. Both International Affairs and ETC had to discontinue their support leaving SLA with the burden of paying the annual

bill of nearly \$6000. The committee discussed the pros and cons of continuing to support SCOLA and other options:

- A. The local cable companies are able to include our SCOLA feed to their programming in the late evening/early morning time slots. If a lower third logo or a crawl appears it would be a good PR source for the school.
  - B. The committee could approach Gail Platter to see if she could find grant monies that would help the school finance SCOLA.
  - C. Perform an evaluation to learn if the general public would like to continue having SCOLA available.
- VII. Mike Scott reported that Technical Services will continue with the computer rollouts.
- VIII. Joy Kramer explained the status of the computer surplus and the requests for them. As there is going to be a loss of space in which to store the surplus these need to be dispersed quickly. The committee agreed that the signing out of the surplus could commence. Departmental requests will be filled first, with the higher end computers, followed by requests for computers at home. Requests within each group will be filled on a first come first served basis.
- IX. The discussion for the Hardware/Software Policy was tabled until the next meeting. Please e-mail questions, ideas, discussions to [sla-tsc@listserv.iupui.edu](mailto:sla-tsc@listserv.iupui.edu)
- X. The next meeting will be December 3, 1999 at 2:00 p.m. in CA218. Due to the Friday Web classes at the same time it has been suggested that the starting time for this meeting be moved up. Please e-mail your suggestions to [sla-tsc@listserv.iupui.edu](mailto:sla-tsc@listserv.iupui.edu)
- XI. Questions or suggestions for the next meeting's agenda can be sent to: [sla-tsc@listserv.iupui.edu](mailto:sla-tsc@listserv.iupui.edu)