```
                    Advisory Council on Technology

                         10/24/97 Minutes

                      2:30 p.m. to 5:00.p.m.

                      318 Kent Student Center

                            Kent Campus
```

Present: Johnnie Baker, Cathy Bakes, Ali Bliss, James Boyd, Dave Cannon, Helen Carpenter, Raymond Craig, Lowell Croskey, Rosemary DuMont, Peggy Doheny, Alan Evans, Paul Farrell (Chair), Barbara Hanniford, Alice Iden, Terry Kuhn, Dewitt Latimer (Secretary), Pamela Mitchell, Bruce Petryshak, Pam Ramey, Kent Reichert, Ilee Rhimes, Greg Seibert, Michelle Craig for Roberta Sikula, Ken Torisky, Darrell Turnidge, Steve Tapp, and Denise Zelko

Guests: Kent Reichert, from the Daily Kent Stater and Ken Torisky for Inside Kent

Absent: David Baumgartner, Ali Bliss, Dave Cannon, Alice Iden and John Kerstetter

I. Dr. Paul Farrell (Chair), welcomed everyone back and called the meeting to order at 2:36 p.m.

II. Paul Farrell asked for discussion and approval of the minutes from the 4-25-97 meeting. Amendments were made to the attendance. Darrell Turnidge's name was moved to the correct alphabet sequence, Murali Shanker was added as being present for Cathy Bakes and Audrey Tillis present for Denise Zelko. Terry Kuhn stated that the first sentence of New Business, letter E should read we need to know what we are doing and what is being done. A motion was to amend these items and voted on unanimously.

III. Informational Items

   A. A. Infosource Training Software:

       Dewitt Latimer referred to the attachment from Infosource, Inc. stating that this is a very good basic training tool for learning word processing, preparing spreadsheets or creating databases. Dewitt stated this software is available to faculty and staff and can be used in a campus lab or on your own personal computer at home or in your office on campus. It is now being used in several classes as a teaching tool. Information on obtaining the use of this software can be found at.

   B. Telecommunication Services Department realignment under UIS

       The Department of Telecommunications has been moved under University Information Systems and the direction of Bruce Petryshak. In this move, Networking and Telecommunications, representing two converging technologies, will be under a combined management and planing vision.

   C. Status of Moulton Hall

       Rosemary Du Mont stated that Lyle Barton's office, Contract Services, has moved into Moulton Hall. There is very limited network service there, but they are getting by using modems. Rosemary's office should be moving there in early November and Curriculum Studies later in November. The building should be open for limited business in January with some training being offered in the hands-on training room for the faculty. A meeting was held to offer classroom space for instructional classes for the summer and fall 1998. Tours can be arranged by calling Terri in Contract Services.

       Dewitt Latimer stated that faculty members who will be doing development work in Moulton will be provided with a computer for them to use and eventually take back with them at the end of their project. Rosemary Du Mont stated that the process to determine how faculty will be selected to develop new instructional technologies has not been decided.

   D. Status of Campus Networking

       Bruce Petryshak stated the Phase I of the University backbone is complete with fiber now going to most buildings on the Kent campus. Phase II of the backbone project is out to bid. Phase II will complete several smaller projects not addressed in Phase 1.

       The Residential Dorm Network (ResNet) is approaching completion and will allow the resident students to have access to the same resources that are available to the University. Phases III and IV will address buildings that do not have internal hook up yet as well as upgrade buildings that are supported by non-standard cabling. University Information Systems has allocated $250,000 to begin the cabling of the Music and Speech Building as this is a high priority building. It is expected that Music and Speech will

be finished in the January – February time frame. An additional 1.1 million dollars is available to continue this cabling process. This funding is state controlled, and will be managed through the office of the University Architect.

Paul Farrell stated that this 1.1 million dollars has been set aside and is House Bill 748 money, however there is an extra I million dollars that might be in jeopardy. Lowell Croskey stated that this million dollars was elected to propose a line item on the capital request but ended up third and fell off the list. The first two priorities got under funded and regrets saying that the one million dollars if further removed. Lowell stated that we need to find a way to fund the other half of the list. He recommends one-half million dollars for classrooms and then we need to decide what to do within the environment. We need to prioritize functions and rooms verses networking. A choice needs to be made of funding rooms for networking. Ilee Rhimes said more information is needed on what needs to be networked. Paul Farrell suggested looking at Greg's report and then schedule a discussion at the next meeting to decide where to move forward. Lowell Croskey stated that waiting another month would delay the application of project even further. Lowell stressed that this cannot wait and that it needs to be moved on now because the money could run out. A motion was make that the report be distributed and comments be made on the listserv. It was voted on with all being in favor. Greg Seibert stated that he would put the report on the week of October 27, 1997.

IV. Old Business

   A. Ad-hoc committee on remote access

   Bruce Petryshak stated that there have been two meetings with some progress being made one more meeting is to be held. After this meeting, a recommendation will be made.

   B. B. Ad-hoc committee on research computing

   Dewitt Latimer stated that the committee met and the goal of the committee is not to pass judgement but to form questions. The elements identified are: (1) Identify what the current and projected computational needs of the KSU research community are. (2) Perform an environmental scan identifying what current computational resources are available. (3) Decide if one and two match and four, if they don't match, develop a plan for presentation to the UTC on ways to address the needs.

   Paul Farrell stated that this committee was seeking answers to questions and asked if there were any questions or debate on these two issues or if it should be tabled. After discussion it was agreed that this would be tabled until the next meeting.

   C. Standing Committee on academic computing

   Dewitt Latimer recommended that the standing committee be indefinitely tabled until a use for it be identified. It was felt that the Council as a whole was fulfilling many of the current needs and that the additional committee would be redundant. It was voted on agreed that this would be tabled permanently

V. New Business

Paul Farrell asked if there were any objections that the New Business items be rearranged putting itern C and D to the front followed by items A & C thus allowing Ilee Rhirnes to leave by 4:30.

   C. Strategies to update NISS and ACS studies.

   Ilee Rhimes stated that the University Council on Technology update NISS and ACS studies and look to see what has been done and indicate what has not been done. Ilee said that there should be one integrated technical plan. Dewitt Latimer asked if a committee was needed. Paul Farrell said that he and Ilee Rhimes had discussed this and yes, a committee was needed for up to six months to do a review and a rewrite. It was agreed that the committee would consist of these members: Cathy Bakes, Don Tolliver, Paul Farrell, Roberta Sikula, Lowell Croskey, Mike Lee, Jim Boyd. Bruce Petryshak, Greg Seibert and Dewitt Latimer will serve as ex-officio members. The committee will present suggestions on how to proceed at the next meeting. A motion was made and unanimously approved to endorse this ad hoe committee.

   D. D. Academic Computing and Technology

   Paul Farrell read the October 21, 1997 Dialogue which referred to the national search for a Vice President for Business and Finance and also named Ilee Rhimes Chief Information Officer (CIO). Ilee will be responsible for Information Systems and Telecommunications, Academic Computing, and Resource Analysis. This is not a new position, instead a refocus on the current vacant position of Associate Vice President for Business and Finance. This position wil report directly to the President. Ilee Rhimes stated that this is part of the president's commission to support technology, Ilee also said that he would be vigilant towards academics.

Ilee Rhimes also stated that Dewitt Latimer was leaving the University and praised Dewitt for the excellent job he did in getting things up and running. Ilee said there would be a search for this position. Ilee stated that he was committed to filling this position which would be similar to the previous position. Ilee stated that he might look at a faculty member to act as interim until the position if filled and that Steve Tapp would handle all the day to day operations. Ilee hopes to have a replacement by summer.

A. Faculty Technology Refresh

Dewitt Latimer stated that this program is identified as being permanent with reoccurring money for a 36-month cycle. One third of the faculty, in the collective bargaining unit, will receive appropriate computers along with the necessary support to make adequate use of the new technology. This plan will be conscious of individual needs. The needs of the faculty members will be met. They will be offered e-mail, basic applications of word processing, the web and spreadsheets. The goal is to meet the day to day needs of the faculty, however faculty that do not want them or have no intention of using them will not be forced to take them. It has not yet been determined what will happen to the old equipment being replaced.

B. Development of Distributed Learning Classrooms

Peggy Doheny stated that would be nice if there were University guidelines in place to aid departments in retrofitting classrooms that could be used for distributed learning purposes. John Kerstetter stated that some documents were in place but were in need of review in light of the recent changes. It was also felt that the pending strategic plan would address many of Dr. Doheny's concerns.

VI. Meeting Schedule

Meeting will be scheduled for November 21 and December 12, 1997 at 2:30. Place to be announced.

VII. Adjournment

A motion to adjourn the meeting was made and seconded. The meeting adjourned at 4:52 p.m.

c: Provost Myron Henry

VP Ilee Rhimes

President Carol Cartwright

Old Position Announcement Old Position Announcement

POSITION ANNOUNCEMENT

Kent State University Kent, Ohio

Director for Academic Computing Services and Technology

Kent State University invites applications and nominations for the position of Director for Academic Computing Services and Technology. The Director, working in collaboration with the Office of the Provost and the academic units, will serve as a leader and advocate for the innovative and effective use of academic computing and related technology at all eight Kent Campuses. The Director's functional areas of responsibility include directing academic computing and related technology support for teaching, research and student labs. The Director will have oversight responsibility for the Moulton Hall Technologies and Learning Center facility - a new academic technologies classroom learning and research environment that will serve as a hub for instructional technology support/development and distance learning. Responsibilities include working as an equal partner with the Director for University Information Systems for the continued development and implementation of computing and technology that enhance the quality of instruction, research, and academic support while maintaining consistency with the University's mission and strategic plans. Other areas of responsibilities include establishing and maintaining operating standards and service level agreements. The Director will have a direct reporting relationship to the Associate Vice President for Business and Finance and a collaborative reporting relationship to the Office of the Provost. The Director may hold faculty rank and tenure in an academic department or school.

QUALIFICATIONS:

The University is seeking an enthusiastic individual with a collaborative approach to decision-making. The successful candidate will have proven experience and achievement in the use and implementation of academic computing and instructional technology in a comprehensive university environment; and strong leadership, strategic planning and communication skills. An earned doctorate is preferred; a master's degree is required.

Salary is competitive and commensurate with qualifications and experience. The Search Committee will begin screening candidates in January 199$, and will continue until the position is filled. Send nominations or current resume and names, addresses, and telephone numbers of three people willing to serve as references to:

Dr. Don Tolliver, Dean of University Libraries and Media Services
Chairperson
Search Committee, Director for Academic Computing Services and Technology
Kent State University
P.O. Box 5190
Kent, Ohio 44242-0001

Kent State University is an affirmative action, equal opportunity institution.
Old Position Announcement Old Position Announcement

INTRABUILDING CABLE PROJECT SCHEDULE

Notify Prospective Consultants	11-17-97
Interview Consultants	11-26-97
Select Consultant	11-26-97
Negotiate Consultant Fee	12-3-97
Submit Request for Controlling Board Release of Planning Funds	12-4-97
Notify Consultant to Commence Design	12-4-97
Commence Design, Phase I	12-8-97
Controlling Board Release of Planning Funds	1-19-97
Complete Design, Phase 1	3-8-98
First Bid Advertisement, Phase 1	3-9-98
Commence Design, Phase 2	3-16-98
Receipt of Bid, Phase 1	4-2-98
Submit Information for Board of Trustees Agenda	4-3-98
KSU Board of Trustees Approve Contractor(s)	5-5-98
Submit Request for Controlling Board Release of Construction Funds, Phase 1	5-6-98
Controlling Board Release of Construction Funds, Phase	6-8-98
Commence Construction, Phase 1	6-15-98
Complete Design, Phase 2	6-16-98
First Bid Advertisement, Phase 2	6-17-98
Receipt of Bid, Phase 2	7-16-98
Submit Request for Controlling Board Release of Construction Funds, Phase 2	7-17-93
Commence Construction, Phase 2	8-24-98
Complete Construction, Phase 1	9-15-98
Complete Construction, Phase 2	5-1 5-99

*This schedule requests the Board of Trustees to approve the bids for Phase I and the budget for Phase 2 at the May 5, 1998 Board of Trustees meeting.