

Advisory Council on Technology

1/30/98 Minutes

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

317 Moulton Hall

Kent Campus

Present: Johnnie Baker, Cathy Bakes, James Boyd, Dave Cannon, Bernie Reynolds for Helen Carpenter, Lowell Croskey, Rosemary DuMont, Peggy Doheny, Mary Tipton for Alan Evans, Barbara Hanniford, John Kerstetter, Terry Kuhn (chair), Pam Mitchell, Darrell Turnidge, Steve Tapp (Secretary)

Guests: Lyle Barton and Greg Seibert

Absent: Raymond Craig, Alan Evans, Alice Iden, Bruce Petryshak, Pam Ramey and Denise Zelko

- I. **Dr. Terry Kuhn (Chair)**, welcomed everyone and started the meeting at 2:44 p.m.
- II. **Terry Kuhn** asked for discussion, comments and/or approval of the minutes from the 12-12-97 meeting. It was amended that Item II of the minutes should read Darrell not Dale Turnidge. **Barbara Hanniford** stated that New Business letter A should read: Barbara Hanniford suggested that the committee have a formal charge with specific things to do. **John Kerstetter** stated that New Business letter C should read: John Kerstetter nominated Ray Craig but Ray stated that he could not do it and declined the nomination.

**Terry Kuhn** stated that a comment had been made about the rotation and that he had a separate document that Paul sent him and the entire listserv. That document should be the authoritative membership document.

New Business, letter D, Rotation of members of UCT the correct spelling is Peggy Doheny and Darrell Turnidge. The minutes were approved with the changes noted.

III. Informational Items

A. Technology for Refresh (Steve Tapp)

**Steve Tapp** stated that seventy-five Dell machines were ordered before spring break and came in during the break. Sixty of these machines have been distributed already. Steve stated that he and one other employee were the two people putting these machines out across campus. Steve also stated that two more employees would be hired but not until the end of spring semester. All the 386 and older machines are being identified and they are working with those departments that have support staff to get machines distributed to the faculty. For those departments who have no support staff at all, Steve and staff will go in and work with each faculty member one on one to

get everything transferred and set up. The first 75 will be out and about by the end of the next week.

**Steve Tapp** stated that Dell will provide a new quote and the next order will be placed for 75 to 100 more machines. **Rosemary DuMont** stated that the software going out with each machine was just a suggestion and if faculty want more extended training they should call her for a training session to be set up for individuals or for departments. **Terry Kuhn** asked what the standard package consisted of and Steve Tapp replied that each machine will have Windows 95, Office Pro 97, Netscape communicator 4.04, Eudora Lite 3.05, Acrobat Lite 3.01, Searchable, WSFTP Client, there will be a free FTP server and Infosource.

**Terry Kuhn** asked how it was decided what would be loaded on to these machines. **Rosemary DuMont** stated that the committee and several others including the reference department in the library were consulted as well as several others so it could be decided what was needed so people could do their work. It was stated that all this software was included in the price and there would be no additional cost to departments for this software or for training. A handout was distributed listing the training classes and what is on the machines and where they would go for help. Rosemary states that there were already 175 faculty and staff members enrolled between now and March. **Dave Cannon** asked if they were supporting migration of all software on the new machines. **Steve Tapp** stated that yes they would transfer what is reasonable. Steve stated that they would work with each faculty member and transfer everything over so that they will have a working environment when they are done. **Johnnie Baker** asked if the bid had been made yet. Steve Tapp stated that the first round was done and a provision was made to revisit every quarter because of price changes. Steve stated that he is currently working with Dell to have another quote for the new platform.

**Steve Tapp** stated that this takes him into the Standing Committee Report on Academic Computing Committee. Steve stated that now for \$1,500.00 we will get at least a 233 Mhz system and that he is also working with Apple for a \$1,500 configuration. To date, this has not been done but was told that by next week they may have one.

**Rosemary DuMont** stated that Mac's could be purchased for faculty if they want but the department or individual will have to pay the price difference if they have not been able to come up with a \$1,500.00 configuration. It was also stated that Mac training would be available within the next few months.

## I. Standing Committee Reports

**Terry Kuhn** stated that this section would be included on the agenda because there has been a lot of discussion on how to constitute these committees even though some of these committees don't exist. A short report on the highlights will be given to recognize that things are going on and also to encourage expeditious formation of the committees.

### A. Academic Computing Committees

**Steve Tapp** stated that this was already discussed and asked for issues or concerns. **Dave Cannon** asked if we are negotiating on what we get for \$1,500.00 or are if we are negotiating the price. Steve replied that we get as much machine as we can for the money. Dell knows that there is a lot of competition out there and they are willing to work with Kent State. **Terry Kuhn** stated that this price is available to all faculty, staff and students through Kitec at the bookstore with the only difference being that they pay sales tax.

It was discussed how to get the word out that this was available. A mass mailing article, in the Dialogue (which wouldn't reach students) or an ad in the Stater. Steve stated that this would be put on the web page as soon as the numbers are available.

**Steve Tapp** asked what he should do when he receives phone calls from departments stating the some faculty do not want a computer. **Terry Kuhn** suggested that Steve go back to the deans and the committee for a considered decision about redirection.

Terry Kuhn asked about the charter issue that is part of that subcommittee see Old Business V A.

## B. Administrative Computing Committee

**Greg Seibert** stated that since the Academic Computing Committee has gone forward with this charge they will bring a charge and a proposed membership to the next meeting.

**Greg Seibert** stated that when looking back at the minutes a standing committee on networking was voted on then after discussion about membership issue was tabled and since then they have been functioning as a task force. Greg also stated that he is still a guest member and not ex officio status. Terry Kuhn stated that he felt Networking and Residence Services needs to be there because it is central to our purpose. No one from Residence Halls is on the committee but someone should represent them. Terry will have discussions with one Vice President Scott to resolve that through the appointment process so it won't necessarily be a charter change.

## C. Distributed Learning Committee

**Rosemary DuMont** stated that this committee, which is a 100% faculty committee, is functioning and is very interested in what is going with Moulton Hall. The major suggestion from the group is that the name of the committee needed to be changed because they want to look at more than just distributed learning which is just one activity that goes on in Moulton Hall. Their major function is giving input to what goes on in Moulton Hall.

## I. Old Business

### A. Membership of Standing Committees

Steve Tapp stated that he made a formal charge for the standing committee of Academic Computing and brought copies. It was also stated that he has a good list to use as a starting point and he would approach the directors and chairs for anyone they would like to sit on it. It was determined that this committee is a subcommittee out of the UCT. Discussion was had on who should be members of this committee. It was suggested that at least one graduate student and one undergraduate student be on the committee. It was agreed that Steve Tapp would get something out and circulated before the next meeting. Terry asked if anyone from the committee wanted to volunteer or nominate anyone. Steve will publish the charge on the list.

### B. Nominations for Membership Rotation

This item can wait and will be dealt with later.

### C. School of Technology representative

Terry Kuhn stated that Larry Jones, who was a member of this committee, is now at the Kent campus. Terry Kuhn will contact Larry to see if he wants to continue.

## I. New Business

### A. Chair: Director for Academic Computing Search Committee

**Terry Kuhn** stated that Arden Ruttan has been named chair for the search committee for the Director of Academic Computing Search Committee. Terry stated that this committee would consist of nine to eleven members with five or six coming from this committee. Steve Tapp volunteered to be on this committee and a sheet was circulated asking for volunteers.

### A. Identification of UCT members for ACSC

**Terry Kuhn** stated that whoever volunteers from our membership would automatically be a member of the search committee. Interim Vice President Rhimes would like to have a majority of this committee from UCT.

### B. Nomination of non-UCT faculty for ACSC committee

**Terry Kuhn** asked for nominations of faculty who are not UCT members. Their names will be listed and they will be contacted to confirm their membership.

### D. Chair: Committee to Review Recommendations (CRR)

Network and Information Systems Planning Study (1993)

Academic Computing Study (1994)

**Terry Kuhn** stated that Danny Wallace, Director and Professor of Library and Information Science will chair this committee. The committee will consist of nine to eleven members. Volunteers from this committee are needed to review the recommendations and to identify areas where recommendations were made and nothing has happened or activity is incomplete.

### E. Identification of UCT members for CRR

**Terry Kuhn** asked for interested people, especially anyone who served before so that an entirely new membership would not redefine already set agendas.

### F. Nomination of non-UCT members for CRR committee

**Terry Kuhn** stated that he was particularly looking for faculty who can serve in some of these areas.

### G. UCT Charter Change [2 3]: make explicit membership rotation

Specific terms were identified, but the rotation of the terms was not in the charter. **Terry Kuhn** stated that he would rewrite the charter language and they could be examined. Terry referred to a handout of the by-laws calling attention to item (2.) Membership, (3.) Terms. The last sentence reads "Terms shall commence the fifteenth of September." If "and rotate to enhance continuity" were added that leaves the rotation scheme open to deliberation. This would allow simpler changes in terms or rotation. Terry stated that this has not gone to the Board so changes can be made and will not be presented until we can say this is the charter and we are going with this one. The language needs to be flexible enough so the committee can function in a time of change and at the same time have it solid enough so it is cohesive over time is the objective trying to be achieved. A question arises as whether this charter has been approved by the Provost, Faculty Senate or other officials

H. UCT Charter Change [2 1 2]: revise name "Distributed Learning" to New Media Services"

**Terry Kuhn** proposed another charter change from Director of Distributed Learning (ex-officio) (Rosemary DuMont) to Director of New Media Services. (This corrects Rosemary's title)

I. UCT Charter Change [new: 2 1 4]. renumber remainder]: include Director, Learning Technology Services as ex-officio member

**Terry Kuhn** suggested that Director of Learning Technology Services be added (Lyle Barton) as an ex-officio member. (This adds an ex-officio member,

Lyle.)

J. Membership concerns

1. Manager of Network Services
2. Systems Manager, Residence Services

K. Timetable for approval of UCT Charter by Board of Trustees

I. Tour of Moulton Hall

A. Grasping the potential

Lyle Barton took committee members on a tour of Moulton Hall.

VIII Adjournment

No motion was made to adjourn because of being out on the tour and members coming back at different times.

IX. Meeting Schedule

Meetings are scheduled for March 13 and April 24, 1998.

c: Provost Myron Henry

VP Ilee Rhimes

President Carol Cartwright