Technology Advisory Council
Minutes of February 11, 2011 Meeting

Attendance: D. Mupinga, L. Barton, J. Henry, A. Near, J. Piatt, W. Kist, B. DeHoff, R. Foot.

Welcome and Announcements

Jason opened the meeting and welcomed everyone. He made a quick announcement that Beth Thomas will be sitting in eventually and will likely be joining the group by phone. Jason stated that everyone should have received the meeting minutes for January. Jason made a motion to approve the minutes, it was seconded by Lyle, when asked if all agreed, all members said "aye".

Reports and New Business

Report: Faculty Grants for Technology (Julee Henry)

- We talked last semester, last spring, possibly with tech fee money using for faculty grants, That money would be based on proposals that faculty would come up with for various purposes. Walter Gershon came up with an idea for a pilot classroom for the social studies room, 21st century classroom low lighting different furniture, and interactive whiteboard with tablets. I said as a committee we discussed faculty writing proposals, just a heads up. I said he can write the proposal not that I said yes, but I told him I would bring the proposal to the next meeting. I told him we weren't talking a ton of money. I told him to come up with numbers. We'll see, it's up in the air. William then asked Is he working with Alicia? Julee indicated yes, I didn't hear from Alicia though. Jason added that this all started from a philosophical question, we talked about why does a classroom have to have chairs? He said I have a class we could try this out. Is that all on that? Julee said that's all, and that Next meeting she will bring the proposal and we'll look it over
- William asked if there's going to be some rfp? Who will develop that rfp? Julee said we will I suppose because the money is coming from the tech fee money that we allocate. Jason said the goal would be to have a learning space and them to start and then others could use, not sitting in chairs in rows. Julee said she thinks it's a good idea, just obviously there are a lot of faculty who would be interested. I want to make sure we should open it up to everyone. William again asked, is someone is developing a rfp? Julee said, Not currently, I think we need to disucss this further, there was never a decision made on whether we should use these grants, before it was for labs it was only if we had extra money, no time frame discussed with Walter.

Use of Tech Fees/Planning for Technology Spending

- Davison asked are you suggesting we move back and start talking about can we use tech fees for the grant? Julee added not so much can we, but do we want to. Aaron said there is a question of can we? The Dean said before he doesn't want anything new, but wants it spent to support things that we already have. Julee said, I think initially that was the Deans goal, but over 3 years we have already updated everything. We have $86,000 and we are talking $1500-$3000 dollars for different grants. Jason adds and if can benefit more people, half the student body, we just don't want ten people getting all the money, we might be able to, if it can't benefit more people, the students, then it would make sense.

- William asks are you saying we have $86,000 dollars left over? Julee explains not currently. No, we are closer to $30,000. That's the money we get in July with the new fiscal year. Davison then asks can we make a recommendation that some of that money be spent?
- Lyle says I think we want to be careful, we want to market to the students that this is what the money is spent on and secondly take care in awarding any one individual that didn't impact the students as a whole. William states that I think our main priority is on smartboards, or some equivalent, our student teachers are coming back and saying they are in a classroom and have a smartboard and do not know how to use one. Jason - lets talk about that, this smartboard (212) will move to 221 B, the students can come in and use that, we have a work order in, the smartboard in my office is going to 277 annex. We have a smartboard collecting dust. Does anyone have a suggestion?
- William- 102 and 104, are the literacy classrooms. Jason- we will look into that, we face the time tabling issue. They are running the simulation now. I don't know if Brian knows anything. Our team has looked at the stuff that we need, we are thinking of look at 3 smart podiums. 1 in the annex and 2 in Nixon, one is the auditorium. I know 176 is huge, 292 is big. $2100 dollars each for smart podiums, we definitely want to reach out to the annex. What do you think? Jason – Aaron can you explain the Sympodiums. Aaron - very similar to smartboard, takes it down to a touchscreen, can't have a smartboard work in a auditorium size rooms same functionality, on a bigger scale. Lyle- interactive projector, takes a projector throws it up makes It into a smartboard.
- Jason - Interesting, so that will give the instructor the ability and the student can come up and manipulate in those big rooms once you hit a certain size no one can benefit but the podiums will help. Jeff Houston has been asking for them.
- William - they are affected by time tabling as well, so they won't have control over those rooms. Jason – Yes, but ultimately those rooms are our responsibility. It doesn't matter if anyone else uses it as long as we can use it. Your concern is that we will never get it in there, which I agree with. William - I think Kathy is worried about it, she has urged that the Dean attempt to make our rooms priority. She feels that nursing has done that and it wouldn't be that difficult and could we make 102, 104, 115 exclusive and then those would be the rooms we put the smartboard in or podium. Jason - I spoke with the dean, he's happy with that. Just have to wait until more things are figured out, like the math building doesn't want to host all their classes there because they are heavy with office space. Maybe we could hold off on podiums. 77 inch smartboard CDC, 94 inch in 302, our room and probably will stay our room, college teaching classroom. Big enough to see from the back but if you still need to use it no problem. In addition, this one has been our portable one, that we deliver to classrooms on one time use. We found a 48 inch to replace the bigger one as a portable one. It's a lot smaller and easier to get around.
- William- Did many faculty request it? Julee- I don't think a lot of people know we have it. That's the biggest problem is getting the word out I don't know what else to do to get the word out there. Any suggestions on how to do that? E-mails, it's on the website, on the bulletin boards. William- I didn't know there was a portable board. How much are those? Julee- closer to $1400, have to get a cart. William- if we buy enough could we leave them sitting in the classrooms downstairs? Jason - problem with that is the maintenance of keeping them, people don't steal them but they get knocked around a lot. Rachel- the benefit of a portable one is that you can take it, they aren't used all the time.
- William- I think they should be in all the classrooms. You would use it instead of your projector. Rachel- would they be used? I just don't know how often they would be used. William- supposedly they are doing another time tabling for the fall and spring and adopt them for fall 2012. Jason - it's not a big deal to install them it doesn't take that long, if we had to have them placed by august 2012 we could do that. These two I want to have 013 CDC, 302 White Hall (94inch). I want to get those in right away. I

was asked last week if they could have a smartboard because it is one of the classrooms for the teacher practitioners. If everybody agrees we could move forward on those two?

- William- I'm not going to be an obstructionist, I just want to know how you made this decision. What classrooms do we have control over? I'm okay with CDC and Nixon. Jason-The CDC came about recently, I knew they had a college teaching classroom but they don't have one, so not only can faculty use it but also students can use it. We have looked at 302 before, because it is a college teaching classroom. I don't think 302 will change. Could we get those and get more before we go?

- William- I don't think we have exclusivity in that room? Jason - I feel if wait until for exclusivity we will never place any smartboards in classrooms. I'm suggesting these rooms based on what I have heard from people.

- Davison- If we don't have exclusivity over the rooms why are we going ahead? Aaron- if you look at classroom history 302 for the past three years, is almost always an education class. William- so is 102, 104, 115. Aaron- I think there's one in 115. Julee- I don't think there's one in there.

- William- I would like a history of classrooms to see what teachers are in each room. What ones do you use Davison? Davison- 107, 119. William- I know there are some others that I know we never use. I just am on a mission for smartboards, it's embarrassing when are teachers come back and say they don't know how to use them. Jason- Lets hold off on 302, but go ahead with CDC. No one can get over there but us, only education students.

- William- that's good, the early childhood teachers need to see that. Jason - Maybe install a little lower for the children. Any other things on that? Hold off on 302, purchase 77 inch and install in CDC. Lyle- how long will it take to get info on 302? Jason- However long it takes Kathy to find the info.

- Julee- I think the schedulers are going to have to let us know. Lyle- I don't want you to have to wait until the next meeting.

- William- can we get smartboards by the fall? Julee- I don't think that's a problem, we should get more money in July. One more thing about money. This is a sheet from Mary, ideas for tech fee money, cost for each item. $80,000, a third of tech fee money, we labeled as priority first and then added that up and the group agreed on the priorities. At the next meeting I will have something similar to show you how much we have spent, new priorities, and how much we need to spend. We need to spend by the end of the fiscal year.

- William- Maybe by next meeting we can press the Dean, maybe we can get more exclusivity on rooms? Davison- Possibly to find exclusive rights over 302. Instead of waiting until next meeting, if we have it then just go ahead and include it in there. Jason- That's our room, we have responsibility over that room. If we wait until time tabling, we will have many smartboards to hang up at one time, I would rather do it as we go.

- William- are you saying 302 is different category than other classrooms, 104, 102, 115? Jason- no, it looks like a classroom it's got cabinets with manipulatives. Julee- we are going to get an idea of who's using it and how much, we want to be fair. Jason- Ive got it before but I want to spend this money before it evaporates. Smartboards can be moved around too once there installed they can be moved. Julee- I think we should have no problem spending the money. By the next meeting we should have that settled. Jason- Do we want to wait on purchasing and installing? William- Go with CDC one for sure

- Aaron- I think we should do the annex and Nixon. Julee- the sympodiums, go forward with cdc, hold off on 302 Lyle- I don't think anyone disagrees that smartboards are the things that are used in the schools. Go for it if we are going to stay up with public schools we might want to install. Caution against putting them in front of whiteboards that we can use for other things.

- Jason – I've made a few smartboard presentations. Lyle- You would have to train faculty to use them

IRC Needs

- Jason- Next item, these are items that the IRC needs. We believe most of them are used by entire student body. Run through those and see what you think. First is two flatbed scanners, $150 each, an we have seen an increase use in document feed scanners, I just helped a student, its easy to scan that way. Next is 10 flip video cams hopefully price right ($229) Julee- I want to go with the 4 gig, the new sliders. Jason- Part of this is coming from Joanne Arhar's area. Soon we will have 350 students, Teacher assessments are coming out so we need to have cameras so they can film. So we might need to get more cameras.
- William- I don't necessarily agree, we have been doing this for 4 or 5 years, I don't know where they get the cameras. I don't think the new teacher performance assessment requires us to buy all this new equipment. Jason- there's a meeting in March to find out exactly what they need. William- Students have cameras or are in schools that have cameras. I don't think we have to go out and buy a ton, I'm not saying we shouldn't have some.
- Julee- Very easy to use, they plug right into the computer. William- how many hours can you record? Julee- one hour on those. Lyle- 8 gig 2 hours, 4 gig 1 hour.
- Lyle – About the scanners, can't we just do that off the copiers? Aaron- Students can't. Lyle- and we don't have a copier they can do that on? Aaron-the copier is all code based so we would have to give them a code everytime. Lyle- so this makes more sense Aaron- only does flat Images, scanners can do OCR.
- Jason - We have three wireless presenters 40 dollars apiece. We also have Digital voice recorders (Olympus). Davison- How may recorders? Julee- 2 in there now, getting more as we get more requests. Jason- they are good practice for students and take them to conferences. Voice recorders are used for wide variety of things.
- Jason, next we got a suggestion that students are saying they want a place to plug in laptops. If Aaron doesn't mind explaining. Aaron- Two ways: Cheaper way- organized now run cable covers on ground cutting holes into tables. Drill holes into and flush them out. We could also do it outlets in the ground in the irc. Lyle- you don't see students crawling on the ground, it's inconvenient. Jason- question is tech fee or not tech fee? This is infrastructure thing but it could benefit a huge amount of students
- William- is all this list coming out of tech fee? Jason- I am presenting this as should the IRC pay or come out of tech fee? Julee- I propose we wait until I have the list at the next meeting to see a breakdown and prioritize. William- is there money for these things in another place? Why don't we take it from that money? Aaron- There's a question of can we afford it? Julee- Obviously, these are things mostly bought by the IRC, voice recorder, flip videos they are in question.
- William-I don't agree we should buy a bunch for TPA, let her pay I think all of those things are mostly IRC things, even the plugs, lets save our tech fee money for classroom use
- Jason- next up is Document cameras, we just put a new one in 104 Nixson. Question for this council is one option is to purchase 5 document cameras. Faculty could check and use them in their room, instructors would use it with classrooms. Is it appropriate tech fee money? William- not a big fan on doc cameras, can we put this on the priority list. If youre suggesting we pay for in tech fee list, I would like to see an entire list to pick from. I put elmos at the bottom.
- Aaron- there is demand, they wanted one in 104 in Nixon. Jason- we are trying to get rid of the overhead projectors. Lyle- suggest we run through them through in doc scanner. William- if they use it

then yeah, don't want to encourage more lecture style. Jason- some reading faculty like it, to put books on, and show them its very helpful for that, health sciences like because you can put something you couldn't show to the whole class.

- William- I would love it if we could get a list and go back to entire faculty, I would love it. Julee- I could update this list and send it to entire group. William- I can send it to faculty and ask what priority should we use our tech fee money, please let me know by March 31st or whatever

- Aaron- there already is a demand for a smartboards or doc camera, get them in house, they can stay there for a semester in the room and then move to somewhere else same thing with doc cameras, if we had a pool we can put them wherever we need them based on semester. Buy three or four smartboards and put where needed. William- Maybe doc cams and smartboards shouldn't be on our list for tech fee money? Is that what you are saying? Aaron-No, I think it should be but instead of waiting on exclusivity and things like that. Just getting the stuff here and putting it in place for the people that are going to use, put in where its needed and then move it if needed.

- Wiliam- these podiums are they portable? Aaron- like monitors pretty much, the sympodiums are bought for big auditoriums are for places that you cant go down and touch. William- my concern is that we may have to teach our classrooms in Satterfield for all we know with this new process. Believe me I'm all about whatever we can to get smartboards in the room for fall

- Jason- keep in mind these are just ideas. Do you want to hold off on doc cameras? Rachel- do they need one in Nixson?

- Jason- it's already in place. William-I'm not clear on our process. More clear on what money we have, what stuff do we need and how do we decide, advise you, on what to buy and what to install? I'm not clear on the process. Davison- is it possible to wait until you get feedback on the list. Julee- use existing list, what we've bought what we have left. Then email to you then You give me suggestions, feedback. I make a new list and come to the next meeting. We prioritize and purchase

- Jason- We get input from faculty all day long so se we see trends. We are just bringing it back. William- I don't understand historically for instance the person in your position did she just decide without consulting? Lyle- this committee spends a lot of discussing what to buy. Julee- this is the first year we've had this much money, tech fee money to spend primarily on undergraduates. There was no method before, this was Mary's method, she brought this we prioritized it and brought a calculator to narrow it down. William- Can we get back to that? We could do it electronically. We just don't know right now.

- Julee- I don't think the goal today is to say we are buying. Jason-The smartboard have been talked about before I thought we could make a decision. William- Well, the reason we aren't making a decision is because we don't know which classrooms are ours. Rachel- they could be moved. Jason- problem is it's easier to get a/v services to do one now, one next month, etc.

- William- I want a list, what money do we have now, I need to know how much money, what we are considering, to get to faculty and say here are things we are considering, x number of doc cams, podiums etc. and reconvene virtually. I don't know how to answer these questions.

- Julee- discuss possibilities, set down prioritize. Lyle- must be clear, money must go to undergraduates. Jason- it has to benefit whole student body of all 4 schools.

- Jason – Another topic is cart computer options. Netbook (20). If we do a new cart some people don't like netbooks. Do we even want another cart? Do we want to put ipads, netbooks, laptops? Aaron- there not though. Jason- do we want to do that? Start thinking about the cart?

- Aaron- Dell cart is old. Rachel- it's horrible, I think it's a good idea. Aaron- we need an idea soonish, if we are going to maintain it.
- William- this should be added to the list. I'm wondering if nowadays so many of our students already have this. Julee- this was brought at last meeting about computer lab. If we have it on our list of priorities. Rachel- how many netbooks? Aaron- 20 Jason- Lab refresh on list.
- William- that would be so helpful, we could help you. Aaron- we agreed last spring to do one every year, do we want to do that? William- I don't know what your budget system is. Aaron- agreed on a 4 year model, labs one year classrooms one year. 3 in white hall, 1 in gym annex. William- if it's already been decided, when does that begin? Aaron- last year, started with classroom.
- William- for now go ahead and do it cause its already agreed in the past. Jason- put the other two items there. Any other items that we forgot about? The only one I have is that we will save the unpleasantness of yesterday, via email whether I am or not the chair. I want to let people express their opinions.
- Lyle- it is how that is because that's how the handbooks says. Jason- Meeting is scheduled for April. Conflict with conference. Julee- looking at end of March rather than May. William- will you be able to develop this list by then? Julee- yeah. Do meeting wizard, send out multiple dates and see what would work best. William- lists so if those who can't make it can see.
- Jason- Well that is it, thanks to everyone.

Summary of Discussion (for clarity)

-Group agreed that it would be better to have a list with prices available so that the faculty reps can take the list back to their faculty and get input. Julee and Aaron are working on the list and will e-mail this to TAC before the next meeting.