

The following are the minutes of the CEHS Technology Committee held on January 8, 2003. Meeting was called to order at 11:05 a.m. by chair Maggie Veres.

Members present included: Chris Murphy (SS), Marilyn Pickett (HS), Roger Carlsen (EDL), Jeff Dabney (DO), Jonathan Smith (DO), Terri Klaus (CTL), Mary Clem (CaTS), Anne Carone (ERC), Becky Bower (HPR), Maggie Veres (EDL), Ron Helms (TED), Valerie Doll (DO).

MOTION TO APPROVE 11-13-02 MINUTES AS AMMENDED: R.Carlsen/C.Murphy – passed.

ASSOCIATE DEAN'S REPORT – No report. Dr.Mathies is out of town. M.Veres reported that SOITA/GMVETC conference. It was well attended even with threatening weather. Evaluations were positive. Need more volunteers next year. Next year may just be SOITA without GMVETC because GMVETC has not been able to recruit adequate numbers of volunteers. M.Veres/R.Carlsen's presentation on Virtual Communities was well received and they have had significant follow up.

#### SPECIAL ORDERS:

- **Distance Learning** – remove from agenda.

#### UNFINISHED BUSINESS:

- **Novell/OS 10** – M.Veres asked why when she is on OS 10 she cannot get onto Novell account. T.Klaus reported that other people have had problems. M.Clem reported that CaTS is trying to work through this and will send someone to help Maggie.
- **Education Connection** – M.Veres met up with EC contact @ SOITA. She feels we already have all the programs under the EC. Committee voted not to entertain a presentation from this organization.
- **Element K** – R.Carlsen reported that he and M.Veres will be administrators for an Element K program being piloted here at WSU. Students can take “just in time” modules for software that they will be receiving or will be using in the schools. Do not have to take the entire module (could take parts). Roger and Maggie are having their students take the Brain Bench's pre and post tests. Element K rivals but does not match WebCt, it does not have tools that WebCt has. However, one is able to customize fields. This could be used to track program dropouts and alumni through this system. Both Roger and Maggie have been working with the program, orienting themselves. They will come into CEHS departments to present on Element K. Universities in the Boston Consortium are using Element K. Maggie reported that the evaluation area needs some work. Roger will be present to Dean Bernhardt in the near future. Roger suggested members view the modules by going to his web page and on the URL after / type K.pdf. M.Clem commented on the cost of doing this. Roger answered that he believes we can secure a site license for approximately \$7/person. If we went to the entire university, cost would probably decrease to \$2-3. B.Bower questioned how we are currently handling the fees. Roger and Maggie have agreed to do numerous presentations for Element K in exchange for the program.

#### NEW BUSINESS:

- **Meeting Time** – June Ovington, chair of EDL, interrupted the meeting to comment that she felt it was inappropriate for our committee to meet today because they have a department meeting at the same time. Since the university was not open on January 1<sup>st</sup>, she considers this a s the first Wednesday of the month and therefore, a departmental meeting day. Committee members discussed this and felt that the college by-laws are very clear in that the first and third Wednesdays **of each month** are for departmental meetings being Jan.1<sup>st</sup> and 15<sup>th</sup> this year. This issue was discussed thoroughly at the last meeting (11-13-02) and decided that we should follow the college by-laws and not EDL's interpretation as the other departments have their meeting next Wednesday.

#### DEPARTMENT ANNOUNCEMENTS/REPORTS:

- **HPR** – B.Bower asked how Dr.Gayle could set up a list serve of adapted PE alumni. Committee commented that this is possible through Filemaker Pro. J.Dabney will help him do this. B.Bower asked Jeff if he could present another orientation on Filemaker Pro. Jeff said he would do this and C.Murphy volunteered to help.

- **ERC** – A.Carone reported that ERC is planning to house some of the CEHS wireless laptops. Faculty members will then be able to sign out these laptops for use in class.
- **CaTS** – M.Clem reported that the password transition has been very smooth. C.Murphy asked if we continue to add other programs to this one password system such as SIS. T.Klaus commented that secure systems might need to still be protected. Distance learning class problems have decreased. Project team will now be focusing on mail and calendar programs. J.Dabney asked about palm pilot compatibility. M.Clem will bring this up to the committee. December is normally a slow month but this year their call numbers doubled due to the changeover. CaTS put in “all-in-one” machines down in O26 (Library Annex).
- **CTL** – T.Klaus reported that they have made an offer and hired Adrienne Cassel. She is very passionate about Distance Learning and has tremendous experience in this area. Joe Law has moved and CTL absorbed his office. CTL Director is moving into J.Law’s office and Adrienne into the director’s old office. Same nurturing, patient personality as Chris Roberts ☺. Call x3162, Regina @ front desk, and she will transfer to Adrienne. CTL sent out packets to approximately 650 students. They now are sending out their password in the packet and providing directions to change this to a personal unified password. The Online Teaching and Learning Program is full and in fact, overfilled (Jan.21<sup>st</sup> is orientation luncheon and then class starts the following week). Terri reminded M.Veres that no one has contacted University Libraries to request a representative to attend this meeting. M.Veres will take care of this.
- **Dean’s Office** – V.Doll reported that EDL is hosting Webster Thompson from Task Stream this quarter. We now have two programs using this package. Valerie would like to know who is using this program in order to standardize electronic portfolios (necessary for next NCATE visit)
- **TED** – R.Carlsen asked what has come out from Mac World. J.Dabney reported the following are available: two new Power Books, 17” screen Power Book G4, and a 12” notebook. Also iLife (iPhoto, iCal, iTunes, and iSync) to be released end of January. More information is available on the Apple web site.
- **Tech Staff** – J.Dabney reported he is still having problems with OS 10. M.Clem will have CaTS will follow up with Jeff. HB money requests are due to B.Mathies by February 1<sup>st</sup>. Paul Hernandez from CaTS has requested the faculty initiative list. Dr.Mathies will send them to him when she returns. Adaptive Lab is ready to go and just needs final checks.
- **Human Services** – M.Pickett reported that in O73 they have some equipment that should be available for all of CEHS (IDVL). J.Dabney reported that whenever requests such a service, he informs them of the unit in HS.
- **Student Services** – C.Murphy – no report.

Meeting was adjourned at 12:00 p.m.

These minutes by my hand this the eighth day of January 2003

Becky Bower  
Chairperson Elect