

The following are the minutes of the CEHS Technology Committee meeting held on October 9, 2002. Meeting was called to order at 2:03 p.m. by chair Maggie Veres.

Members present included: Roger Carlsen (EDL), Becky Bower (HPR), Doris Johnson (TED), Ron Helms (TED), Colleen Finegan (TED), Valerie Doll (DO), Jonathan Smith (DO), Anne Carone (ERC), Marilyn Pickett (HS), Mary Clem (CaTS), and Terri Klaus (CTL).

It was noted that we do not have a University Libraries representative as suggested last year. M.Veris with ask Dr. Mathies if this request was made. Also it was pointed out that Kevin Watson is not on the list of committee members and should be.

MOTION TO APPROVE 05-08-02 MINTUES AS AMMENDED: D.Johnson/R.Carlsen – passed.

ASSOCIATE DEAN’S REPORT – No report (Dr. Mathies was unable to attend meeting).

SPECIAL ORDERS:

- **Distance Learning** – No report (item from K.Watson who was not in attendance)
- **Meeting times** – it was suggested during the faculty retreat that our meetings start at 12 noon instead at 11 a.m. M.Veris suggested that committee members “brown bag” it if so desired.

UNFINISHED BUSINESS:

- **By-Laws** – M.Veris reported that she and B.Bower took committee comments from the 05-08-02 meeting and revised the by-laws over the summer. Draft copies were sent to members. D.Johnson reported that even though CEHS committees are not required to have by-laws, we still need to address the issue of committee membership and submit an amendment to Faculty Senate. It was suggested that we change the name of our document from “By-Laws” to “Operational Guidelines”. D. Johnson reported that Faculty Senate meets next week. M.Veris will email the revised document to Doris ASAP. Once approved by Faculty Senate, it can be brought before the college at the next meeting on October 30th. M.Veris explained the document progression to this point. R.Carlsen explained that we wish to deviate from the CEHS by-laws regarding committee composition because our purpose statement necessitates this. One concern was that with the “open participation” status, a department chair could “stack” to committee in order to influence a vote.

MOTION TO APPROVE THE OPERATIONAL GUIDELINES AS AMMEND: R.Helms/R.Carlson – straw vote passed, official vote passed.

NEW BUSINESS – none at this time.

DEPARTMENTAL ANNOUNCEMENTS/REPORTS:

- **Human Services** (M.Pickett) – no report.
- **Teacher Education** – C.Finegan reported that someone has been playing with dimmers in the Allyn Hall rooms and they no longer are programmed correctly. Specifically rooms 229 and 494 are involved. She suggested that we devise a system and a way to keep students from touching them. She also questioned whether the electronic classrooms are regularly checked and maintained. T.Klaus answered that CTL checks these rooms every quarter. They also provide quarterly instructions on electronic classrooms/labs. V.Doll pointed out that the quarterly in-services are for all the labs and not specific for Allyn Hall. J.Smith reported that if the computer is turned off before the Extron box, then the machine is out of sync. These “out of sync” problems are usually not discovered unless you are switching from one source to another. Jonathan suggested the following trouble shooting tactics: One, turn off everything and then turn everything back on properly (will take 3-7 minutes) or two, call CTL and report the problem. A tech will respond and be in the classroom to assist with the problem as soon as they are able. T.Klaus commented that the top units and remotes are very expensive and we not part of the Allyn Hall package. She asked the committee members to discuss issues/collect suggestions regarding the electronic classrooms with their respective departments and bring feedback to the next meeting.

- **CaTS** – M.Clem reported that September was the busiest month ever, but was very productive. The Help Desk reported over 6,000 calls and a similar number of walk-in requests/questions. She reported that the UV 101's went very well. Approximately 70% of first year students (400) completed the online, computer literacy assessment tests. Of these, only 10% were referred into workshops. This project was a very valuable experience as CaTs discovered many terminology issues. In the near future WSU will be sending crucial information to students' email accounts in an attempt to force them to use the university accounts. M.Clem reported that they have been asked by a CEHS faculty member to provide training to graduate students. They are working on the decreased sign on/password issue, hoping to test this in winter quarter. R.Carlsen asked if there would be forced password changes. Mary was unsure but will check into this.
- **CTL** – T.Klaus reported that the password change is tied into Novell. For distance learning class members, when a password expires, no notice is provided to these individuals. We will have to tell them it expires in 120 days. CTL is working on a way to circumvent this issue. A WebCT newsletter was sent to all faculty. We were using a Standard Edition, which is becoming extinct and therefore are moving to WebCT 3.8 Campus Edition. CTL will be presenting lunch orientations on new items such as Drag and Drop and Math Equation Editor. At some point, the new Campus Edition of WebCT will be linked administratively to the university student databases. Terri also reported that their server is over 4 years old and has been upgraded several times. Their new replacement server will be a Sun V880 with 8 processors, 32 gig of RAM. An online teaching and learning program was described in the newsletter. It will include an online program for faculty who are ready to put a course online. This program will involve 20 total hours; 2 hours/week in the classroom and 2 hours/week online (total of 4 hours/week for 5 weeks). Enrolling in this program involves Dean approval to attend due to compensation issues, unless the course is just web-enhanced. This program will run the 3rd – 7th week of winter quarter and every quarter after that point. CTL has Flashlight. This program has a data bank of evaluation/assessment questions for any course using technology. See Chris Roberts if interested. WSU currently has 7,500 students and 175 courses using WebCt. CTL Distance Learning web site has been updated with the new list of online courses. CTL also has Warehouse of Wisdom (a course within WebCT), which provides resources for faculty to use. It includes how to make your web pages accessible. In addition, they are hiring a new instructional designer. CTL now has a Student Services committee to address issues of distance learning students. Terri also reported a new information technology committee is forming at the university level. Richele O'Connor is our representative. Sounds very similar to the University Technology Committee but no one seems to know why this committee is being formed.
- **Educational Leadership** – R.Carlsen reported that the Educational Technology classes are filled to capacity. At the undergraduate level EDL is running seven EDT 280 classes. Two classes have been sent forward for approval. M.Veres reported she is using both WebCT and Web Board.
- **HPR** – B.Bower questioned T.Klaus regarding who checks the audiovisual equipment in the Nutter Center. Terri directed her to A.Montesano.
- **ERC** – A.Carone provided a list of new software (printed 10-04-02). She reported that STAC has been moved out of the Media Production Lab to the 2nd floor of the Dunbar Library (periodical area). She commented that students are still coming into the ERC looking for help with projects so please pass the word onto the individual departments. M.Clem and T.Klaus suggested that we meet with the university libraries to discuss this issue. She also reported that there is a big demand for equipment loaned out to faculty. ERC needs to purchase more equipment. T. Klaus mentioned CTL also has equipment that can be checked out.
- **J.Smith** – reported that we have a new server and they are in the process of moving files. They are working on administrative rights which is a complicated, on-going process.

Meeting adjourned at 1:40 p.m.

These minutes by my hand this the tenth day of October, 2002.

Becky Bower
Chairperson-Elect

