

The following are the minutes of the CEHS Technology Committee held on November 13, 2002. Meeting was called to order at 11:09 a.m. by chair Maggie Veres.

Members present included: Terri Klaus (CTL), Mary Clem (CaTS), George Frey (CTL), Jonathan Smith (DO), Jeff Dabney (DO), Chris Murphy (SS), Roger Carlsen (EDL), Becky Bower (HPR), Maggie Veres (EDL), Ron Helms (TED), Colleen Finegan (TED), Doris Johnson (TED), Valerie Doll (DO), and Marilyn Pickett (HS).

MOTION TO APPROVE 10-09-02 MINUTES AS AMMENDED: C.Murphy/J.Smith – passed.

ASSOCIATE DEAN'S REPORT – Dr. Mathies attending a meeting in Columbus. However, M.Veris reported that Dr. Mathies needs to know ASAP which committee members are planning on attending the SOITA conference and those who are volunteering and/or presenting. Maggie passed around a sign up sheet.

SPECIAL ORDERS:

- **Distance Learning** – no report.

UNFINISHED BUSINESS:

- **Podiums** – it was reported that the Extron box communicates with the projector. Faculty members do not know the situation when they walk in; whether device is set on video 1 or 2. One fix is to turn everything off on the podium except the video projector and then turn it back on in the proper order as described on the podium. Another suggestion was to talk to the faculty member in the room before you. G.Frey reported that every morning the system is booted up and every room is checked to make sure everything is operational. Projectors in Millett are connected to the network and CTL is notified via email if there is a problem with the projector. The plans are for future machines in Allyn Hall to operate the same way. The podiums in Allyn are several generations behind. It was commented that it would be helpful for display to be up top so faculty members do not have to bend over but this is not reliable and leaves system vulnerable to vandalism. Vendors are not sure what to do with our problems. However, the manufacturers are now aware that we need the ability to interface with the Extron box. Some individuals on campus feel we spend too much money on electronic classrooms. George reported that we are actually “middle of the road” compared to other institutions. George also encouraged faculty members to send their concerns to Jim Amon (Building & Grounds Committee) as issues with electronic classrooms are being examined. By May the AAUP committee plans to create a grid regarding who is responsible for the various concerns with the classrooms. The Provost will examine issues that involve money.

NEW BUSINESS:

- **School Island Offer** – M.Veris reported that at a recent GMVETC meeting School Island revealed a program to review for proficiency exams. This program has demonstrated increases in student exam scores. The salesperson indicated that we contact them for a demonstration to students as a classroom resource.
- **January Meeting Time & Day** – January 8th is EDL's regular meeting day. However, it was pointed out that according to CEHS by-laws, departmental meetings are to be held the 1st and 3rd Wednesdays of each month, which would be Jan.1st and 15th. The committee decided to keep the next meeting on the 8th and EDL staff will try to attend.
- **Presentation by Electronic Classroom** – M.Veris reported that Electronic Classroom would like to make a 45-minute presentation to this committee on online assessment, electronic portfolios, etc. D.Johnson suggested a Friday orientation. T.Klaus reported that the university already uses Flashlight, which has similar capabilities. The committee agreed to bring this up to the entire college for a vote. V.Doll asked if the program does as much as Task Stream, which our college already uses. It was suggested that maybe someone preview the program first. M.Veris asked if we were interested in similar presentations on timely programs. R.Carlsen suggested this committee sponsor a separate presentation and the committee agreed. T.Klaus suggested potential presenters provide a summary. V.Doll suggested also asking for local references.
- **Novell/OS 10.2 (Jacquar)** – M.Veris reported that she has switched over but still has to log onto OS 9. J.Dabney reported that they are still evaluating OS 10.2 and are probably a year off from installation. The college still has machines that cannot remove 10.0 from the hard drive. Upgrades for the college/university setting is not free as it is for k-12 teachers.

- **Dr. Carlsen** – made a presentation on Element K. He reported he is using this in his EDT 786 class. M. Veres reported that she is looking at adding this to EDT 280 and that T. Kerlin is also looking at adding it to the vocational program. The cost is \$180 for macromedia (1-yr. subscription) and \$60-70 to use in the classroom (up to 250 students). The site license for CEHS would be about \$12/year allowing access to the following groups: undergraduate and graduate student, faculty, and support staff. V. Doll asked if this met the proficiencies for SchoolNet and R. Carlsen reported it does and beyond. T. Klaus asked if this \$12 fee would be passed onto the student. Would it be in lieu of a textbook? Terri reported that any fee passed onto students must now go to the Board of Trustees for approval first. C. Finegan suggested that its use could be similar to Task Stream in that its use could be a college initiative rather than charge students the full cost. R. Carlsen pointed out that students could test out an area. T. Klaus commented that the university would benefit from this but there is a need to secure funding. M. Veres asked where we are with requiring lap tops like some universities. T. Klaus answered that WSU is too large to do this. She suggested we take this issue through the Dean and UTC to the Provost or OLN (Ohio Link Network) for acquisition of a statewide license similar to the statewide Microsoft license.

DEPARTMENT ANNOUNCEMENTS/REPORTS:

- **TED** - R. Helms commended the tech and support staff.
- **Student Services** - C. Murphy reported that the college should provide training to users of Academic Desktop Services (reportmaker for SIS). He asked if this could be part of what other colleges do or should CEHS do their own thing?
- **TED** - D. Johnson reported that Richele O'Connor and Jim Dunn have received a grant from OLN to redesign the curriculum to integrate technology. Utilizing Task Stream is part of this project.
- **Dean's Office** – V. Doll expressed concern that instructors are requiring students to complete electronic portfolios on different programs. Concerns have been raised about our lack of smooth portfolio process as compared to OSU, UC, UD, AU, and UT. If we all went in the same direction we would have more buying power.
- **Tech Staff** – J. Smith reported that the Adaptive Lab is moving to a new room (066). All the equipment is in the room but not operational yet. Next Tuesday is the projected completion date.
- **CTL** – G. Frey asked us to please contact him with any questions or concerns. He also reported that a tabletop Smart Board would be in soon.
- **CaTS** – M. Clem reported that we are moving to a new sign on in early December. An email is going out this afternoon to all faculty and students instructing them how to reset their password. This “universal” password will open their university account, wireless, Unix, WebCt, and Novell. No expiration date at this point. This changeover will be effective December 9th. Students will be asked to do this through ROX.
- **CTL** – T. Klaus reported that CTL would be sponsoring a Distance Learning forum on Thursday with free food. The request for DL packets is out. Their instructional designer position posting received 95 inquiries. They have narrowed the search to three candidates to interview. One individual is from WSU, one from Beaver Creek, and one from Colorado.
- **TED** – C. Finegan reported that Early Childhood students need information on the adaptive devices in the Adaptive Lab. She encouraged faculty to educate students regarding what is available.
- **Human Services** – M. Pickett reported that they are getting new carpet in December and all their computers will be moved out.
- **HPR** – B. Bower reported that A. Montesano (CTL) came to their last department meeting to address Nutter Center concerns and is working on improving the audiovisual services in that building.

Meeting adjourned at 12:51 p.m.

These minutes by my hand this the thirteenth day of November 2002.

Becky Bower
Chairperson Elect