Minutes of Meeting
Technical Services Committee
March 30, 2001

Convened: 12:05 p.m.

Present: David Donaldson, Julie Freeman, William Gronfein, Ain Haas, John McCormick, William Schneider, Mike Scott, Robert Sutton (Chair), Thomas Upton, Jeffrey Wilson

I. The minutes for the January 26, 2001 were unanimously approved.

II. Bill Schneider informed the committee that the Campus Technology Committee is revising a policy for Access to Personal Computers Accounts and would like input from Technical Services Committee. The committee will discuss it at the next meeting.

III. David Donaldson informed the committee that SCOLA has not been available on the Access channel since January 1, 2001 due to a lack of connection between the satellite dishes and Butler. A grant has been allocated to buy the fiber cable from Time Warner and will be available in June or July. The question of continuing budget support for SCOLA will eventually come to the committee.

IV. To meet a campus need UITS has created a new area called Digital Media Web Development Services. This service will be for a fee, but the rates should be lower than commercial rates. This will be effective July 1, 2001.

V. Small Grants for Teaching

A. The committee discussed and agreed that using interns was a good use of resources.

B. Applications

1. Aye-Nu Duerksen: The application needs to be resubmitted for the next meeting covering the following areas:

   a. The proposal needs to be more focused.
   b. The university has a policy regarding nepotism and Aye-Nu needs to see if this would affect her ability to have her husband do the labor.
   c. Budget
      1) Labor should be done by student assistants who are normally paid $7.50 per hour, and no higher than $10 per hour.
      2) Justify the number of hours requested for labor.
3) The requested software is available in several of the computer labs and The Center for Teaching and Learning. These sites also offer technical support.

C. Christine Shriner & Robert Sutton, Jr.: The application needs to be resubmitted for the next meeting covering the following areas:
1. Complete section 7 on the application.
2. Copyright issues.
3. Ability to enter large amount of data onto Oncourse.

VI. Small Grants for Faculty Research

A. Applications

1. Susan Shepherd: The committee approved the application on the following condition:
   a. If the Indiana University Arts and Humanities Initiative approves her request then the money from that grant will be used instead to purchase the camcorder.
   b. If the camcorder is bought with Small Grants for Faculty Research Grant money then the camcorder will be given to Technical Services upon completion of the project.

B. The committee discussed the issue of laptop requests through the Small Grants for Faculty Research

1. Current pool of laptops consist of:
   • 3 older Windows laptops of 386 – available for extended periods of times
   • 3 Window Wintel – available for two week periods; use for longer periods will require a formal request, and signature from the dean.
   • 2 low-end Macs – available for extended periods of times.
   • 1 G3 Powerbook - available for two-week periods - a longer period of use will require a formal request, and signature from the dean.

2. Mike Scott pointed out that if computers and/or laptops bought by grants or departments are expected to come back to the school’s inventory, the funds set aside for replacement need to be increased.

3. The issue of the laptops and the remaining applications were tabled until the next meeting.

VII. The next meeting will April 13, 2001 at 12 noon.

Minutes respectfully submitted,
A. M. Simmons (Technological Services)