Minutes of Meeting
Technical Services Committee
November 7, 2003

Convened: 10:04 a.m.

Present: Didier Bertrand, David Bivin, David Donaldson, Wendy Morrison, Margaret Ferguson, Mike Scott, Paul Mullins, William Schneider

I. Introductions were made of new members who weren’t at the last meeting.

II. Minutes were unanimously approved.

III. Tech Grant

A. Small Grants for Teaching and for Research will be made available in January as well as in April, subject to funding availability.

B. Mike Scott will take the committee’s approval for funding Small Grants in January to the Dean.

C. The wording of the applications will be done via e-mail.

D. UITS will offer an academic discount that equates to 75% off for professors needing to use Digital Media Services.

IV. Classroom upgrades

A. In the last five years 36 rooms or approximately 1/5th of the total of classrooms were significantly upgraded. This ends the five-year upgrade plan and there are no current upgrades planned.

B. UITS will continue to replace equipment at the end of the lifecycle.

C. People Soft should be able to schedule classrooms based on technology need.

D. Carts that are wheeled into non-tech classrooms have been made smaller.

E. The committee expressed concern about training for the tech classrooms.

V. New Items

A. Center of Program Directors – the Service Level Agreement between Technical Services and projects, centers and programs was not initially well defined. Mike
and Bill will be meeting with the directors to discuss the level of tech support and who should pay what. Mike wants to make sure that supporting this group does not take time away from supporting academic units without some form of compensation.

B. Bill Schneider will be stepping down as Associate Dean of Research & Graduate Programs in January. Mike Scott is on the search committee for a new Associate dean.

C. Student Center – a gerbil tube will connect the Student Center to Cavanaugh Hall on the second floor of Cavanaugh Hall. The architects plan to open the entrance past the third floor for architectural ornamentation purpose. This will affect the MLRC and the writing lab on the third floor as well as the upgraded classrooms on the second floor. Currently, there is no funding available from the school to move these facilities and the campus has limited funding.

VI. The next meetings will be December 5th. Didier requested that everyone bring their calendars so future meeting dates can be arranged.

Adjourned: 10:55 a.m.