Minutes of Meeting
Technical Services Committee
September 15, 2006

Convened: 11:35 a.m.

Present: Thom Upton, Mike Scott, Kimmaree Murday, Marc Bilodeau, Jennifer Cochrane, David Bivin, Dave Ford, James Dowell, Dan Hall (UITs)

I. Introductions were made of the new members

II. Reviewed last year’s committee report
   A. Trying to acquire space still but committed to lab/tech consolidation
   B. Accomplished: $150,000 spent on life cycle upgrades which included 1/3 faculty and staff; writing labs in 436, 323A and 425; color printer for the Social Science Computer Classroom (SSCC); duplex printers for the SSCC and writing labs, computers and Sony digital language lab in BS3003, camera stands and video cameras for the CommTech lab.
   C. Created a new Lab Advisory Subcommittee that incorporated the now dissolved MLRC and SSCC dean advisory committees.
   D. Free printing in Cavanaugh Hall for Liberal Arts majors and students enrolled in a Liberal Arts class. The database has about 20,000 students and is updated weekly. A 15 page per job limit still applies. There are no print controls for the English writing rooms and the MLRC Mac Lab. The printing cost is about $10,000 to $11,000 and comes out of STF.

III. Accomplished
   A. Formal food and drink policy
   B. Rewriting of by laws
      1. Committee now called Technology Committee
      2. Started Lab Advisory Sub-committee
   C. Created signage to advertise alternate public computer sites. The signs are now posted.
   D. “MLRC/Global Connector” lab – name may change in the future

IV. Primary agenda for coming year is the need to work on a new SLA Strategic Plan for use of Technology. It was unsure if an outline was developed in the past.

V. Nominations
   A. The co-chairs for Technology Committee are Kimmaree Murday and Ellen Andersen
   B. Sub-committee’s membership: two year appointments
      1. Motion to approve four candidates: two year appointments
         • David Biven – Economics: two year appointments
• Rosalie Vermette – WLAC: two year appointments
• Julie Freeman – English: two year appointments
• Ain Haas – Sociology: two year appointments

2. Need someone from Geography and Communications. Jennifer Cochrane will be asked for Communications.

VI. Agenda items for the year

A. Strategic Plan
   1. The School of Liberal Arts has a strategic plan
   2. No existing Strategic Plan for use of technology

B. Cell phone usage policy
   1. – revisit and possibly revise
   2. Mike Scott reports that Dean White wants to encourage office hours on campus for student contact.
   3. It was suggested to invite departments to stand together

C. Report on food and beverage policy

D. Scheduling mechanism for labs
   1. Currently, there are variations between labs (per semester, per month, per usage).
   2. Discuss first at subcommittee level

E. Life cycle funding formula
   1. Should it be part of the Strategic Plan?
   2. Struggling to meet three year cycle. Consider four year cycle for faculty and staff for funding purposes
   3. Lack of funds – some had to wait five years because of the lack of funding
   4. Lab life cycle – this should be addressed first at subcommittee level

F. Mobile lab?

G. UITS is not doing a/v support for non-tech enabled classrooms (i.e. not scheduled by Marianne Black). This is problematic for classes that meet in a non-tech classroom.
   1. Work being done for some rooms
      • 323A – to be equipped with built-in projector
      • 438 – upgraded in some way
      • 417 – now supported (quasi GI)
      • 203 – many classes use technology there
   2. Need to ask Marianne Wocheck who Tech Committee (FC) representative is from SLA.

H. Stay informed of issues related to construction

I. Keep an eye on the plans for Cavanaugh Hall basement. Possibly consolidate technology. See plans next meeting.

VII. Next meetings: Oct 27 at 11:30-1 and Dec 1 at 11:30-1.