

**University Technology Committee  
Meeting Minutes 03/02/10**

**Attendees:** Chuck Becker (Business Office), Kendra Boggess (Academic Affairs), Marjie Flanigan (Student Affairs), Christi Lamb (Enrollment), Cassidi Hall (Student Government), Susie Lusk (Registrar's Office), Steve Meadows (CAT), Bill O'Brien (Beckley Center), Rosalie Peck (Div. of Languages and Literature), Susan Robinett (Div. of Business), John Spencer (Computer Center), Lynne White (Facilitator)

**Absent:** Advancement, Athletics, Div. of Education, Div. of Fine Arts, Div. of Natural Sciences, Div. of Social Sciences, Human Resources, Library, Residence Life and Housing

1. The University Technology Committee convened on March 2, 2010 at 3:20 p.m. in Concord Room.
2. Minutes from the February 16, 2010 meeting were approved as submitted.
3. Continuing Business:
  - a. Wireless Network Policy
    - i. Currently being reviewed by Faculty Senate.
    - ii. Tech committee members should continue to solicit feedback from respective areas; comments should be forwarded to Lynne or submitted directly at tech committee web site.
    - iii. Comments are being tracked and will be included with final draft to BOG.
    - iv. Intent is to complete final draft for tech committee approval at April 6 meeting, in order to meet April 13 submission deadline for April 27 BOG meeting.
4. New Business:
  - a. Fine Arts Requests: Theater, A200
    - i. Division of Fine Arts has identified a need for the installation of a projector and instructor workstation in Fine Arts A200 (65 seat classroom, 4 to 5 classes per semester) as well as a need to permanently install in the Theater the projector and sound system already purchased by the division.
    - ii. Steve Meadows demonstrated for the committee a new short throw projector, one of three the CAT was able to obtain for very reduced price (\$1000 each, including mounting kits). This projector can be mounted on a wall, right above a screen or white board, making it a good solution for the Fine Arts building where asbestos ceilings are an issue.
    - iii. Committee unanimously approved making one of the three projectors available for installation in A200.
    - iv. Follow up with the Division of Fine Arts is required regarding computer purchase.
    - v. Follow up with the division is also required to determine scope of work for Theater.
  - b. Hard Drive Purchase for Course Management Software
    - i. Cost estimate \$375 to \$400 from CAT budget
    - ii. Will be used for installation of Moodle and Blackboard 9 for testing
    - iii. Approved unanimously
5. Information and Reports:
  - a. Course Management System
    - i. Tech committee recommended development of a survey for current Blackboard and Moodle users

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- ii. Moodle demo moved to March 17
  - iii. Integration with online course books and test banks were identified as two important functions that need to be provided by the course management system selected.
  - b. Tech project status
    - i. Access database created of all Computer Center and CAT projects currently underway and/or in plan; project status will be reported regularly; see PowerPoint.
    - ii. Windows 7 is on tech project list for Summer 2010, so question was asked about plans for Office 2010. Committee recommends delaying implementation of Office 2010 until 2011-12 since it impacts textbook selection already under way. Office 2007 will remain classroom and lab standard at least through Fall 2010.
  - c. Help desk status
    - i. Help desk hours have been extended until 7 p.m. Mondays through Thursdays. Committee members are asked to spread the word.
    - ii. Committee suggested division secretaries be notified to inform adjunct instructors, many of whom teach in the evenings.
  - d. Technology planning process
    - i. Have sent request to all division and department heads for their Spring 2010 and Fiscal Year 2010-2011 technology plans, including:
      - 1. Computer and computer peripheral purchases (desktop, laptop, monitor, docking station, optical mouse, scanner, etc.)
      - 2. Classroom/Lab technology purchases (other than computers and computer peripherals—e.g., projector, sound system, room controls, screen, podium, whiteboard, etc.)
      - 3. Printer/Copier leases or purchases
      - 4. Specialized technology equipment purchases (scientific equipment, i-clickers, servers, network equipment, broadcast equipment, etc.)
      - 5. Software purchases/annual payments
      - 6. Printer supply purchases (ink/toner, printheads, laser drum kits, etc.)
    - ii. Consolidated plan will be constructed from division and department inputs
    - iii. Tech committee members may be called on to help gather information, including gathering wish list items for new requirements consideration and long term planning by committee.
6. The meeting was adjourned at 4:20 p.m. The following meetings have been scheduled for the Spring semester; all meetings begin at 3:15 p.m.:
- a. March 16 – Admin 109 (Social Sciences Conference Room)
  - b. April 6 – Concord Room
  - c. April 20 – Concord Room
  - d. May 4 – Concord Room