

**University Technology Committee
Meeting Minutes 11/17/09**

Attendees: Kevin Bennington (Div. of Fine Arts), Kendra Boggess, Andrea Campbell (Div. of Education and Human Performance), Marjie Flanigan (Student Affairs), Bill Fraley (Residence Life and Housing), Susie Lusk (Registrar's Office), Steve Meadows, Rosalie Peck (Div. of Languages and Literature), Joan Pendergast (Div. of Social Sciences), Susan Robinett (Div. of Business), John David Smith, John Spencer, George Towers, Lynne White, Randy Winfrey (Div. of Natural Sciences)

Absent: Advancement, Athletics, Beckley Center (due to illness), Business and Human Resources, Enrollment and Financial Aid, Library, Student Government (due to illness)

1. The University Technology Committee convened on November 17, 2009 at 3:20 p.m. in Marsh Hall 333. New member Susie Lusk, representing the Registrar's Office, was introduced.
2. The agenda for the meeting was revised to include an additional item under New Business: Proposal for Rahall 304.
3. Minutes from the November 3, 2009 meeting were approved as submitted.
4. Continuing Business:
 - a. None.
5. New Business:
 - a. The committee discussed procedures to be used for conducting committee business. Agendas and proposals will be emailed to committee members several days prior to each meeting. A new web page has also been created to enable anyone to view the committee's mission, membership, agendas, minutes, and proposals, as well as to provide comments and suggestions: <http://academics.concord.edu/techcommittee/> Without objection, the committee agreed:
 - i. That they have been empowered by their respective functional areas to make technology decisions on their behalf;
 - ii. That a formal first reading/second reading process need not be practiced for most business of the committee;
 - iii. That action on proposals will be taken at the earliest opportunity practicable;
 - iv. That the committee will extend the courtesy, however, of postponing action until a future meeting on any non-emergency plan or proposal at the request of any committee member to enable consultation with his or her constituency.
 - b. George Towers presented a proposal for the establishment of Faculty Technology Mentorships. There would be an application and selection process that would include division chair approval to ensure the release time could be accommodated (an overload could be considered in lieu of release time) and a selection committee formed from the University Technology Committee. Two to three faculty members per semester would be selected and there would be no mandate for any division to participate. Periodic assessments would be conducted by the University Technology Committee to ensure that this continues to be a wise use of funds. Without objection, the committee approved a pilot year of Faculty Technology Mentorships to begin Fall 2010 (with application, selection, and training to occur in Spring

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2010). The pilot year will be funded by some of the administrative funds in the RBA grant from the HEPC.

- c. Steve Meadows presented a proposal to add a projector, sound system including instructor microphone, and capability to present DVDs and PowerPoints at a cost of \$16,000 to Rahall 304. This classroom seats 165 in a tiered configuration and currently is not technology enabled. The addition of technology would enable it to be used for large section classes, speakers, admissions sessions and other university functions. Without objection, the committee approved the proposed technology plan for Rahall 304, to be funded out of the 2009-2010 CAT budget.

6. Information and Reports:

- a. Communications technology: Steve Meadows presented information to the committee on the current state of the telephone system on campus. It is old (phone switch was installed around 1995; phone cabling is old and in need of repair), limited (e.g., limited voicemail capability; can't handle helpdesk function), and costly (\$2000/month maintenance on switch; outside contract fees required for administrative function; 1225 phones on campus with 622 phones in dorm and some 630 phones serving 250-275 fulltime faculty and staff – currently doing inventory). Replacement systems could provide a cost effective way to improve customer service (including, but not limited to setting up call groups, auto attendant, call queuing, soft phones, integrating emergency alert/public address, telephone conferencing, and integrating Skype phone service). Without objection, the committee endorsed continued evaluation of telephone system replacement.
- b. Current technology procurement and surplus practices: Lynne White presented an initial report on the evaluation of current practices. Informal interviews with each division chair and all functional area heads except Beckley and Business have been conducted. Video conference classroom usage from 2004 to Spring 2010 has been reviewed. A walkthrough and physical inventory of all classrooms is planned for 11/23 and 11/24. Next steps include a review of physical inventory records and a review of all software license agreements, followed by documentation of findings for review by the committee. Issues to be considered for future recommendations include funding, cost effectiveness, equity, and support.

7. The meeting was adjourned at 4:35 p.m. Future meetings will be:

- a. Tuesday, December 1, 2009, 3:15 p.m., Concord Room
- b. Tuesday, December 15, 2009, 3:15 p.m., Concord Room
- c. Tuesday, January 19, 2009, 3:15 p.m., Concord Room