

**University Technology Committee
Meeting Minutes 12/15/09**

Attendees: Kendra Boggess, Andrea Campbell (Div. of Education and Human Performance), Marshall Campbell (Human Resources), Marjie Flanigan (Student Affairs), Cassidi Hall (Student Government), Curtis Kearns (Student Government), Susie Lusk (Registrar's Office), Steve Meadows, Bill O'Brien (Beckley Center), Rosalie Peck (Div. of Languages and Literature), Joan Pendergast (Div. of Social Sciences), John Spencer, George Towers, Lynne White, Randy Winfrey (Div. of Natural Sciences)

Absent: Advancement, Athletics, Business, Enrollment, Div. of Business (final exam conflict), Div. of Fine Arts (final exam conflict), Library (finals week schedule conflict), Residence Life and Housing (finals week schedule conflict)

1. The University Technology Committee convened on December 15, 2009 at 3:20 p.m. in the Concord Room. New members Cassidi Hall (Student Government) and Marshall Campbell (Human Resources) were introduced.
2. Minutes from the November 17, 2009 meeting were approved as submitted.
3. Continuing Business:
 - a. None.
4. New Business:
 - a. None.
5. Information and Reports:
 - a. Implementation of requirements repository is scheduled for January; need process for tactical and strategic plan development and update.
 - i. Need to evaluate each requirement: Is it already planned for this year? If not, is it an urgent need? Is it a candidate for purchase next semester with summer implementation, for next academic year, or for longer term? Does another factor render it unnecessary or impractical?
 - ii. Plans need to articulate schedule, dependencies, cost, etc.
 - iii. Some requirements could result in process or policy change recommendations rather than, or in addition to, technology implementation.
 - b. Results of classroom walkthrough and physical technology inventory:
 - i. Division of Business: All classrooms have technology and a 5 year replacement schedule is in place for classrooms and computer labs.
 - ii. Division of Education and Human Performance: All classrooms have technology but it is all older than 5 years and there is no replacement schedule. Computers in the Human Performance computer lab (Centhl 301CR) are new, but computers in the Education computer lab (Admin 135) are older than 5 years.
 - iii. Division of Fine Arts: There is limited classroom technology available (one classroom was recently outfitted for CART classes, two art classrooms have jury-rigged ability to project but no computers in the rooms, and no music classrooms have any technology).
 - iv. Division of Languages and Literature: Four out of six classrooms have technology (3 have been replaced within the last 3 years, 1 is older than 5 years) but there is no

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replacement schedule. The division computer lab technology is less than 3 years old, but there is no replacement schedule.

- v. Division of Natural Sciences: Seven out of nine classrooms have technology (5 have been replaced within the last 2 years; 1 is older than 5 years; and 1 is a projector only) but there is no replacement schedule. There are 10 science labs without projectors or an instructor's computer although the division does have two carts with a projector and a computer (1 Apple laptop, 1 Mac Mini).
 - vi. Division of Social Sciences: All classrooms have technology and a 4 year replacement schedule is in place for classrooms and computer labs.
 - vii. Education mentioned the need for Smartboards in their classrooms since Education majors need to be trained in their use. Concord does in fact have a number of Smartboards already on campus: Admin 307, Admin 321 (on the floor and not installed), Admin 322, Library B8, Library B19, Library B29, and Library B52. Only 6 Education classes were scheduled in any of those rooms this Fall. Only 3 classes total were scheduled in Admin 322. The unmounted and unused Smartboard in Admin 321 technically belongs to Languages and Literature (having inherited the room from Business), but Languages and Literature already has a Smartboard in Admin 307 while only 1 of the 4 classes in that room are from that Division (JOUR 210). Two ideas for immediate consideration before purchasing additional Smartboards: 1) mount the unused board currently in Admin 321 in one of the Education classrooms; or 2) give Education ownership of Admin 322.
 - viii. Usage of the classrooms in the Library needs to be evaluated. For example, this semester it looks like B29 was only used for Broadcasting classes which makes sense given its proximity to the TV studio and control room, but does it need a Smartboard and video conferencing equipment for that use or could some of that equipment be relocated? V-con failures in B8 and B19 need to be taken into account.
 - ix. Committee will need to address future of computer labs. See article in Chronicle of Higher Ed regarding evolution of computer labs:
<http://chronicle.com/article/Computer-Labs-Get-Rebooted-/49323/>
- c. New requirement for document management system under consideration:
- i. Originating from the Business Office, to be able to scan in new and archived paper for financial records that need to be kept for audits (invoices, P-card statements, etc.)
 - ii. Need to assess other offices' needs for document electronic filing and workflow.
 - iii. Other considerations that need to be addressed include backup/disaster recovery, storage or destruction of original paper, and interfaces with other entities (e.g., state and federal agencies).
 - iv. Systems under consideration include Xerox DocuShare and Ricoh DocuLex. CAT is evaluating the requirement and will bring recommended solutions to this committee for evaluation.
- d. New requirement for managed print services under consideration:
- i. Potential cost savings in purchase and inventory management of printer supplies by using managed print services on networked printers.
 - ii. CAT is evaluating the requirement and will bring recommended solutions to this committee for evaluation.
 - iii. Managing student printing in computer labs needs to be addressed as part of this; for example, if purchase and inventory management of printer supplies is centralized, can printing rules in academic computer labs be more standardized?

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6. The meeting was adjourned at 4:15 p.m. Next meeting will be Tuesday, January 19, 2009, 3:15 p.m., Concord Room.

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