Call to Order/Review of Minutes

J. Ferron (Chair) called the meeting to order at 10:30 am.

Minutes

The minutes from February 10, 2003 stand approved with the change of room number “SPC 4011” to read “SVC 4011.”

Laptops

- S. Seifreit submitted the following:
  Estimated cost for laptops with Macintosh or Window platforms: Each manufacturer had a laptop for approximately $1,000 with an approximate lifetime of 2-3 years. To purchase a laptop comparable to those purchased by TSR for campus use (average lifetime 3-4 years), the more realistic cost is $1,500 plus software, i.e., Office package, SAS, SPSS, et cetera (approximate additional cost $500). An extra battery was factored into the $1,500 cost so students would have a backup power source. Students would add approximately $2,000 plus over a 2-4 years period for a laptop.
- Students were polled for their reactions to the suggested laptop requirements. See attached comments.
- Several suggestions were made to negotiate with vendors to supply on-campus support for laptops along with different purchase and lease options, to have a pilot program with different sections before asking the entire college to buy-in. Students should be notified at fall 2003 registration, it would be useful and in their best interest if they had laptops, before making them mandatory for fall 2004.
- A suggestion was made to ask M. Berson to draft a one-page proposal to include: pros and cons, cost information, reactions and implications of the suggested
laptop requirements to be presented to the Administration Council. J. Ferron agreed to contact M. Berson in this regard.

- Computer lab scheduling problems will be addressed at a meeting to be announced by TSR. The Committee recommended that M. Berson compose a brief, concise email to be sent to all faculty who use the computer labs before the next College Council meeting, documenting the CETC’s Computer Lab Policies. Their immediate feedback will be requested before putting the policies to a vote.

**TSR Update**

TSR is currently installing two digital copiers in the Print Shop for the new service Web CRD. Faculty will be able to submit copy requests online, from anywhere, directly to Mary Lou Hirschman eliminating the delivery step. These documents will automatically be converted to a PDF file, which can handle all documents and will print exactly as typed. Once the job is executed the actual document can be viewed. The Print Shop secured approximately $11,000 worth of business last year and should be able to double or triple their revenues with the new capabilities. The Web CRD feature will be completed and in use for trial over the 2003 summer semester. The new copiers also have the ability to scan documents and put the master copies on a CD-ROM.

SAS and SPSS has been installed on all of the “Open Lab” machines and five new SPSS licenses have been purchased for the Media Lab.

**Department Needs**

Be ready to discuss the technological needs of your department at the next meeting and how the College should prioritize those needs for the coming year.

**Next Meeting**

The next meeting will be Monday, April 14, 2003 at 10:30 am in EDU 219.

**Adjournment**

The meeting was adjourned at 12:10 p.m.

**Transcribed by**

Rebecca Wilkins, Program Assistant
COE College Council
College of Education Teaching Computer Lab Policies

College of Education Teaching Computer Labs are defined as Computer Labs that are operated exclusively by the College of Education for use in instruction. The College of Education currently has two (2) Teaching Computer Labs, EDU 213 and EDU 417.

University Open Computer Labs are not Teaching Labs and cannot be scheduled as such based on the rules governing use of Open Computer Labs and the funding of said labs by the University. The only exception is the Open Computer Lab located in EDU 159. It will be available as a Teaching Computer Lab between 5:00p and 9:00p Monday through Friday and all day on Saturdays during fall and spring semesters and all day during summer semesters.

1. Scheduling Policies
   a. A Teaching Computer Lab Master Schedule will be developed yearly by the Computer Lab Manager. The Computer Lab Manager will convene a meeting of all faculty interested in scheduling a Teaching Computer Lab for semester-long classes. An equitable schedule will be developed at that meeting. Any faculty or staff member who does not attend the meeting or rails to appoint a proxy will need to schedule their request from remaining available time slots after the meeting. The meeting will be held ________ each year.
   b. All Teaching Computer Lab requests shall be submitted in writing whether via electronic means (e-mail, attachment) or a completed Teaching Computer Lab Request form.

2. Usage Policies
   a. Absolutely no food or beverage of any kind will be consumed in any Teaching Computer Lab.
   b. Furniture and equipment will not be moved. This includes the computer tables, the computers and monitors. If the Teaching Computer Lab needs to be rearranged to accommodate a specific need it is up the party requesting the lab to make arrangements with the Computer Lab Manager before the scheduled time.
   c. Furniture that is not part of the Teaching Computer Lab will not be brought into the Lab without prior notice given to the Computer Lab Manager. If there are items such as chairs brought into the Teaching Computer Lab it is the responsibility of the party bringing said items into the Lab to remove them once the scheduled class has ended.
   d. If special software is needed for a class session it is the responsibility of the scheduling party to make such software available to the Computer Lab Manager at least three (3) weeks prior to the class meeting that requires said software. No guarantee will be made that software will be installed and operational if brought to the Computer Lab Manager less than three (3) weeks prior to class. It is the responsibility of the party scheduling the lab to provide proof of license and/or ownership of any software installed in a Teaching Computer Lab.
e. Anyone scheduling a Teaching Computer Lab may install software on the Instructor computer at the front of the room. It is preferred that the Computer Lab Manager be notified prior to installation in order to assist and ensure that the software will function properly. It is the responsibility of the party scheduling the lab to provide proof of license and/or ownership of any software installed on the Instructor computer.

f. It is the responsibility of the party scheduling a Teaching Computer Lab to notify the Computer Lab Manager of any non-functioning computers as soon as possible. Every effort will be made to have any non-functioning computers up and running before the next scheduled class meeting after Computer Lab Manager is notified.

g. TSR will be responsible for providing maintenance and toner for any printers it installs in the Teaching Computer Labs. It is the responsibility of the scheduling party to provide paper needed for printing.

h. It is the responsibility of the scheduling party to pick up any trash left by students after a class session. Students should be reminded to push chairs back under desks and turn computers off if the class is the last scheduled event for the day. The Computer Lab Manager will post a daily schedule in each lab to inform scheduled users if they are the last event of the day.

3. Policy Infractions

Individuals who do not abide by the above policies may jeopardize their continued use of the Teaching Computer Labs. Problems will be brought to the attention of the faculty members and if the problem cannot be resolved, the appropriate department chair will need to resolve the issue with the faculty member involved.
Various undergraduate students were polled as to their views on the requirement of laptops. See the following responses:

**Pros:**
- very resourceful
- reduce wasted paper
- immediate, direct, and easy access to Blackboard
- yes, of course. It is a great idea
- better communication and quality of work etc between students and staff
- positive, the world is based on technology. Students will have to embrace technology to survive and where better to start than college? It would definitely aid in education.
- more organized
- I definitely see the benefits of every student having a laptop computer. A laptop just offers a luxury that most of us don’t have. A computer definitely adds to the learning experience, so I think it is a good idea. On the other hand, teachers and professors would nee to make sure they don’t allow the students to become dependent upon machines, rather than their brains.

**Cons (with suggestions):**
- money involved, but it could be worked out in tuition which would probably offer better prices
- technical problems
- of course the only concern would be money, but if companies would work with USF and have a deal, that would be great
- some professors would not utilize this source; some professors are still in the ice age
- security (people steal stuff like that)
- none. I think it would make information processing easier, test could be taken on the laptop and it would help the teacher and the students in the long run
- cost, students already struggle with increasing tuition costs. Purchasing other accessories and software. Having more textbooks on line or CDs though would save money
- I think if the cost is reduced due to ground purchase, it is a good idea.
- Most students would afford it whether it be through their money or loan or scholarship money.

**Suggestions:**
- instead of textbooks, we could purchase CDs which would reduce textbook cost
- provide tech support
- why not purchase the computer for the students and have them purchase it at a lower cost or give it back before graduation as it is done at some universities
- financial assistance for those who cannot afford one.
- add costs on student loans