Members Present: Michael Berson; John Ferron (Chair); Pam Fleege; Ann Lee; Scott Seifreit; Michael Stewart; Georgios Stylianides

Ex-Officios Present: Dick Puglisi

Ex-Officios Absent: Pat Daniel

Other Attendees: Rebecca Wilkins

Call to Order/Review of Minutes

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

Minutes

The minutes from March 3, 2003 stand approved.

Technology Needs

The Committee discussed the college’s various technological needs with the consensus being the infrastructure should have the highest priority. Other items that have been requested are laptops, projectors, VCR, DVD, and upgrade computers for faculty and GAs. Seifreit informed the Committee the computers in the teaching labs were at least four years old and due to be replaced. The old computers replaced will then be distributed to the faculty and GAs.

It was recommended by D. Puglisi that the Committee provide a rationale to the new dean (once appointed) so s/he will be prepared to present these needs to the Provost as soon as possible. Each department has been requested to submit their technological needs for the coming year to the CETC. Once this information is received S. Seifreit will compile an updated version the COE’s needs.

All computer requests for faculty, instructors or GAs should be sent to S. Seifreit, TSR.

Teaching Lab Policies

J. Ferron and M. Berson met with the faculty who use the Computer Teaching Labs to go over the policies and schedule a date for assignment of the labs. Faculty expressed the need for flexibility in scheduling of the labs. TSR feels that guidelines need to be established and followed in order to fairly make assignment of the labs.
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 faculties 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.
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 announced.

**Adjournment**

The meeting was adjourned at 12:00 p.m.

**Transcribed by**

Rebecca Wilkins, Program Assistant  
COE College Council