**Minutes for October 17 Meeting of the Academic Technology Committee**

The meeting was called to order and the September minutes were approved. The chair announced that the November meeting would be addressing Objective 1.2 in the Academic Technology Plan (The College must provide on-going funding for hardware). In order to help the committee better understand the hardware that keeps the entire system running smoothly, Dean and Jason have invited us to meet in G building at our normal meeting time on November 21. At this time they will give us a tour and explain the equipment that will be a major component of our overall technology plan. Members from other campuses are welcome to join us by coming to Lee; if this is not possible, we will try to provide this information to you in another format. Our January meeting will be devoted to discussing the overall IT budget and see how it lines up with our present plan. We are also looking into having a representative from Gartner Research Group address the committee regarding future IT issues and research.

The rest of the meeting was devoted to going over the objectives of our plan with updates from IT.

1.3 Objective: Provide Support for Apple products.

Peter Thomas has been hired as a tech. He has a background using Apple products. More of the techs are being trained with Apple. They all use Apple products to communicate with each other and the help desk.

2.1 Objective: Put all of the computer labs into the news auto-scheduling program beginning Spring 2015.

3.10 Objective: Evaluate the new scheduling software to determine its effectiveness in scheduling faculty in rooms that best suit their needs.

This is being done now. The scheduling is in the hands of Bonnie and Michelle in the VP office. They should be assigning rooms according to faculty requests but it doesn’t appear that this has been done. Apparently there were many issues with scheduling for spring. Hopefully, these bugs will be worked out.

2.2 Objective: Determine how many sections of different courses are presently using computer labs.

At the end of Spring 2015, we will have a better idea of how well the computer labs are being utilized.

2.3 Objective: Continue to study the room utilization to determine the need for new labs

We will ask Dr. Stewart to run a new utilization study after Spring 2015 so that we can compare the results with the study done in the Fall of 2013 to determine computer lab usage.

2.3 Objective: Evaluate the computers in each of the labs and put labs on a refresh schedule

IT has evaluated each lab and is studying the possibility of refreshing with virtual desktops. Ten computers in I-132 are using the virtual computers and they seem to be working well. The refresh schedule for labs is determined by the amount of money budgeted for hardware which will be addressed in another section.

2.6 Objective: Place a printer in each computer lab.

Apparently a decision has been made (not by IT) to discontinue supporting printers in the labs. Students can print to WEPA stations. The committee might want to survey those using labs to determine if this decision is impacting student learning. The money for printers in labs could come out of department budgets or the VPAA budget.

2.7 Objective: Re-evaluate the auto-scheduling process to determine if it was an effective and fair way to schedule computer labs.

Perhaps we can form a sub-committee to work on this at the end of the spring semester.

2.8 Objective: Plan future labs to be added as needed. This would include finding rooms and using virtual machines.

Once we complete the utilization study in the summer of 2015, we can decide if more labs are needed and can place the cost of the labs in our “virtual budget”. The virtual machines seem like a good way to go but more research will be needed before a decision is made.

2.9 Objective: Refresh and update current labs according to a refresh matrix.

3.8 Objective: Request funding to increase the budget for classroom technology to cover the cost of refreshing instructor computers on the podium.

Jason will provide the committee with the data he has collected on the age of the computers in the present labs. Currently, the refresh schedule is 7 years because of lack of funding which will be addressed in a separate objective.

2.10 Objective: Request funding for future labs

2.11 Objective: Add new labs as needed

I am going to ask Jason to share his budget with the committee at one of our meetings. It is important that the committee members are aware of the resources available to meet the needs of this plan.

2.12 Objective: Provide funding for more technical support to keep the present and future labs running efficiently.

3.9 Request funding to increase the budget for technicians to maintain the classroom technology.

5.3 Objective: Assign one technology specialist to each school to work with disciplines and departments in planning for their technology needs.

Jason and Dean believe their presenting staffing is adequate to meet the needs of the college at this time; however, as new labs/technology is added, we need to find ways to increase the staff if necessary. Presently, the techs are assigned to buildings and are mobile using ipads to communicate with the help desk. If this does not work out, Jason will look into the school aspect.

3.1 Objective: Create a help desk button for classroom technology.

Problems in the classroom fall into two categories: technical issues with computers, projectors, etc and facility issues with lighting, screens, window coverings. Faculty should use the help desk to report problems with technical issues. Dealing with facilities is a little more complicated. A facilities request must be submitted by the department, so if the lighting is not correct, a faculty member should report the problem to the staff assistant in a particular department. Where the money would come from to pay for this request is unknown. It should not come from the department that reported the problem since many different departments will benefit from the improvement. This needs to be clarified.

3.2 Objective: Provide plenty of space for writing whether it is an interactive projector, a white board, or an old fashioned black board.

The rooms with interactive projectors (old Smart board rooms) are on a refresh cycle. IT is planning to replace all Smart Boards with interactive projectors when it is time to refresh. Improving the writing space by adding more white boards would be a facility issues so a facility request would need to be initiated by the department. Perhaps we can create a faculty survey to determine which rooms have problems that need to be addressed.

3.3 Objective: Ensure that each classroom has proper lighting for viewing boards and/or screens.

This is a facilities issue much like 3.1

3.6 Improve the sound quality in classrooms

Again, perhaps a survey could help identify the classrooms with sound issues. Once IT knows which rooms need sound improvements, they could address the problems and put money in the budget to replace the speakers.

3.7 Objective: Evaluate the help desk system to see if it is effective

The help desk has been improved. They have sent out surveys to determine if the problems are being addressed efficiently.

3.11 Objective : Based on information received regarding scheduling, determine if more rooms will need interactive projectors.

3.12 Objective: Create a matrix for putting more interactive projectors in classrooms

3.13 Objective: Continue to evaluate the use of technology in the classroom and make sure all instructor needs are met.

This can be determined by the faculty survey and room utilization study

4.1 Objective: Refresh faculty computers every 3-4 years.

Dr. Stewart has agreed to put faculty on a four year refresh cycle beginning this year. Faculty will have a choice of a desktop or a laptop. Has the funding been secured to make this happen???

4.2 Objective: Provide the faculty with web cams

Jason stated that this will happen in the very near future since web cams will be necessary to use the new video system.

4.3 Objective: Provide software to meet the needs of the academic departments and individual faculty members.

4.7 Objective: Create a dedicated space in the Cloud to store materials for classroom presentations, etc.

IT has signed a contract with Microsoft to provide Office 360 licensing for all faculty and students. Faculty will be able to put this on their home computers, ipads, etc. This will also create a cloud where faculty can store documents that will sync with all of their devices

4.4 Objective: Provide a mechanism for faculty to update the software on their office computers on a timely basis.

Jason stated that this project is 90% completed.

4.5 Objective: Obtain storage capacity and speed to make streaming media feasible for large number of users on campus.

The hard wired network is working fine. All of the office computers and lab computers are on this network. The wireless network has been doubled but students are eating up the band width. Dean can elaborate on this.

4.6 Objective: Improve video conferencing for meetings.

A new video system should be up and running before January.

4.8 Objective: Provide departments with a small technology budget.

Jason stated that departments already have the ability to put money into a technology budget. He said last year $100,000 was spent on technology outside of IT, meaning the money came from the departments.

5.4 Objective: The Academic Technology Committee should be involved when decisions are being made to purchase technology that faculty will be using in their classrooms.

Jason is more than willing to work with the committee to bring in vendors to present demonstrations of new products. The new printer system was decided by the Vice Presidents.

6.1 Provide a database of technology and software being used by each department.

Jason is working on this. He needs to get with Mary Myers since her department has the most specialty software.