

Academic Technology Committee

September 10, 2002

Members present: Leann Burger, Jan Carroll, Don Glass, Alan Lawless, Peter Macpherson, Mark Meadors, Laura Smith and Bob Willis

Members absent: Barry Hancock, Judy Hubble, Jan Nolen, Gary Rutledge and Peter Williams Debra Hedrick, Larry Minks

Meeting called to order at 2:05 September 10 2002 by Jan Carroll.

Briefing on the new student printing policy.

- Each student may print without charge up to 1500 pages per semester
- Additional pages may be purchased at the rate \$25 for 250 pages.
- Unused additional pages purchased will not be refunded
- A warning to students will be issued at the 1000 page mark
- Statistics will be kept for the printers
- Claremore labs are now running on this policy while Bartlesville and Pryor campuses will adopt by next semester

Modifications to the mission of the committee were made and approved to now read:

- **Function:**
The function of the Technology Planning Committee will be to develop recommendations on policies and procedures relating to the evaluation, acquisition and use of technology at the university. The committee will meet at least twice each semester to discuss the areas of computer hardware, software, campus network, university computer labs, distance learning, telecommunications, and other technology. Recommendations will be submitted to the President.
- **Membership:**
The Technology Planning Committee will be composed of fifteen members. The committee is chaired by the Director of Academic Computing. Two faculty members from each school will have staggered two-year terms. Additional committee members appointed on an annual basis will be one representative from each of the following areas: Distance Learning, Library, Academic Affairs/Support, Business Affairs, Student Affairs, Pryor Campus and Bartlesville Campus. The Chief Technology Officer serves as an ex officio member.

A subcommittee including Leann Burger, Alan Lawless and Peter Macpherson is charged with proposing the RSU Lab rules.

Meeting was adjourned at 3:03.

Academic Technology Committee

December 3, 2002

Herrington Hall Conference Room at 2pm

Members present: Leann Burger, Jan Carroll, Don Glass, Judy Hubble, Peter Macpherson, Larry Minks, Bob Willis, Peter Williams

Members absent: Alan Lawless, Barry Hancock, Mark Meadors, Jan Nolen, Gary Rutledge, Laura Smith

Subcommittee on RSU lab rules did not meet.

Report from Peter Williams concerning eCollege issues:

- Improvements have been made to the whiteboard on rsuonline
- Pilot of eCompanion still being worked for extending features for traditional classes
- Enrollment online up 40% this semester
- Course evaluations are taken automatically online. Viewable online by mid December
- Entrance questions are being implemented because 40% are first generation college students
- Drop box and Calendar have had a small improvement

Discussion from Peter Williams concerning new Copyright Bill:

- The Technology, Education and Copyright Harmonization (TEACH) Act
- New Federal copyright laws for electronic storage was passed and signed on November 2nd
- Makes online use of material analogous to traditional classes.
- University is required to produce guidelines
- May use selections from other works by not extract from other textbooks.
- Material must be directly related to course and supervised by the instructor
- Reasonable technological efforts must be made to protect the material from non students
- restrict material by time
- use streaming of videos to maintain control
- Michigan Tech University's website has good resources for policies and information
- www.ala.org/washoff/teach.html has more information
- Open question: Who should write the procedures?
- Distance Education Committee wants to parallel the university standard

Should student email accounts be continued at RSU?

- After a discussion, the committee formed a consensus that the email accounts were useful and ought to be continued.

RSU Intranet Site Information

- Available at <http://campusnet.rsu.edu/>
- Main goal to distribute and store committee minutes for the NCA.
- Still required to submit minutes to the library
- Access only available on campus
- Currently minutes should be placed on the r-drive and notify Jan Carroll to move them to the correct location.

Academic Technology Committee

March 5, 2003

2:00 p.m.

Members Present: Jan Carroll, Don Glass, Judy Hubble, Peter Macpherson, Larry Minks, Bob Willis, Peter Williams, Alan Lawless, Barry Hancock, Mark Meadors, Gary Rutledge

Members Absent: Leann Burger, Laura Smith, Jan Nolen

Amended Minutes are approved

Student Lab Rules – need for rules by next meeting:

- Cell phones problems
- Tailor labs for specific labs with general policies governing all

Intranet status report:

- Still being developed
- Agendas and minutes are not completed.
- Try to building an archive of previous minutes
- Internal university forms being added

New Initiatives report:

- Completed upgrading email server – old server Exchange 5.5 server will no longer be supported by Microsoft.
- Student login for Pryor and Bartlesville being implemented. New equipment being delivered. To minimize disruption, will not turned on until the summer. The system will allow tracking of student printing and restricting access to RSU resources. There is a need to disable accounts for inactive/dropped students.
- Computing services moving to Prep Hall this semester
- New computer room to be built this semester

Standard software installed on student lab machines:

- Windows 2000 or XP, for machines which support them
- Office 2000
- Acrobat Reader
- ZipCentral
- RealOne Player
- Flash/Shockwave
- Quicktime for Windows
- Norton Antivirus
- New machines should have the latest versions. Older machines are updated as needed because of the physical nature of upgrading.
- Suggested plugins IPX – possible problem with RAM.
- Procedure for requesting software through Department Head & Dean

Password protection for documents on web server:

- Currently no method using FrontPage. Free pluggins look too difficult to implement.
- eCompanion in the future
- Problem with allowing administrator to view all pages.
- Administration will develop policy
- Suggestion of bundling the materials on a CD
- ADA compliance should be kept in mind while developing supplemental materials

Standard hardware/software configuration for faculty:

- Not distinguished for online teaching faculty
- Roughly 60% of faculty teach online (P.Williams)
- Rotation Plan for new machines on a 3 year cycle. First round completed for replacing old 1999 machines.
- Best CPU available for Price/Performance
- 256 M Ram
- CD R/W
- 17 inch monitor
- All but one faculty has a Dell machine.
- Staff will not receive theirs until later (faculty → staff migration)
- Office 2000 – depending upon colleagues in the same area
- Windows NT at least for operating system goal of Windows 2K. Remotely upgrade.
- Goal for this term is to get rid of staff 133Mhz Pentiums depending upon funding.
- Administration view: Teaching should drive the technology.
- New library will not have a separate computer lab for classroom use.
- Two projectors have been taken in the last three months.

Distance Education status report – Peter Williams:

- TEACH act – brown bag lunch for explaining “Fair Use”
- April 8th statewide videoconference. Dr. Willaims will be leading a panel.

Other:

- SSN will be phased out. Enrollment management is exploring the migration. eCollege will phase out the use of SSN in a few months. First 8 chars and last four digits of SSN.
- Electronic forms for admission is being worked on as phase I as larger project.

Meeting adjourned at 3:28.

Academic Technology Committee

May 2, 2003

Members Present: Peter Macpherson, Judy Hubble, Gary Rutledge, Bob Willis, Barry Hancock, Leann Burger, Peter Williams, Alan Lawless, Laura Smith, Jan Carroll

Members Absent: Don Glass, Larry Minks, Mark Meadors, Jan Nolen

Amended Minutes are approved

Report of Student Lab Policies Subcommittee:

- Retain all existing rules
- No Cell Phones
- Discussion about proposed “No Children in the Lab”
 - Lab assistants in Pryor and Bartlesville are not always available.
 - Damage to equipment and liability for minors a concern.
 - “If it is necessary for your children to accompany you to the lab, the parent is responsible for their constant supervision. The individual parent is responsible for the both safety for the children and the protection of the equipment.”
 - Decided each lab would determine a local policy concerning children in the lab since it is not a problem in every lab.
 - Each lab may add their own policies.

Food & Drink is a lab specific rule- Library has a problem with a “no food/drink rule”:

- Food and drink is allowed at present in the library
- In the new library, a coffee bar will be inside the building.

Intranet is now available:

- Frequently used forms will be available.
- Minutes of the Tech Planning Committee are available back to 1999
- A section on site is dedicated for the collection of information for the NCA .
- The large student lab machines in Pryor will be replaced shortly.

Distance Learning:

- Summer content will be derived from the spring (May 8th)
- Faculty who want to work ahead can request the moving over of their courses.
- Statistical History of the online courses is being developed. Will be distributed shortly.
- HH 232B can be used for conferences among the campuses.

Password Protected Directories:

- Protection policy to be reviewed by the administration.
- As the University IIS web server only supports password on a full user account basis, Computer Services does not want to create or maintain such a list.

Locating email addresses on the new exchange mail server: Although the new format is first then last name, Outlook will find the last name automatically as the user types. For example although the name will be displayed as "John Smith", if the user types just "Smith" it should locate the correct email. This information will be distributed to the endusers.

Workplace software suggestion: thinkabout.com

Meeting adjourned 2:26 pm