Academic Technology Committee

4 Jan 2012

Location: HS 138

Time Beginning: 2:00pm

Time Adjourning: 3:00pm

Members Present: Hugh Foley, Myra Haulmark, Mark Meadors, Theresa Bycroft, Jerry Bowen, Sarah Clark attending for Carolyn Gutierrez

Guests: none

Agenda Item	Discussion	Action
1. Develop an institutional ergonomics plan.		Theresa Bycroft will pursue this item.
2. The addition of (optional) webcams for online education, conferencing, and advising/counseling.	Argument was made to support the need for all faculty computers to have a webcam. Reasons included using the webcams to interact with students in online classes, video conferencing among the faculty, and potentially to add a personal touch to off-campus advising/counseling. It was noted, web cam installation should be optional.	Hugh Foley and Myra Haulmark will explore the cost, justifications, and potential logistics of using webcams on faculty computers.
3. Use of webcams to add 'live' components for online lectures, hybrid courses, or eCampus shells.	It has been suggested webcams would facilitate the addition of 'live' components to online classes or shells.	Hugh Foley and Myra Haulmark will explore the cost, justifications, and potential logistics of using webcams on faculty computers.
4. Explore the concept of using an 'internet meeting nexus' to facilitate meeting attendance.	There is an occasional need for people to attend meetings while off-campus. Having an online meeting place could facilitate attendance. One difficulty is the expense of maintaining a constant subscription to such services. Should each department maintain a subscription to be used by faculty/staff? Is there adequate need to warrant adopting? Or would more than a single subscription be needed for each department? Could a subscription be shared?	Hugh Foley has already begun using services at his personal expense. He will continue to evaluate the possibility of using a service to fill RSUs needs.
5. Renewal of capital equipment purchases.	None.	Item tabled.
6. Explore options for notification and training with regard to new programs and/or updates to existing programs.	Discussion noted that lack of notice for updates and 'en masse' software installations. Recent installations have created minor pandemonium	As the computer department is in flux due to the retirement of its director, the committee is unsure of the correct chain-of command to

	among faculty. It was suggested a webpage be added to list future updates to enable people to prepare for installations. Discussion also noted the lack of pre-testing and preparation to migrate current peripherals forward (or replace them at time of upgrade) to maintain existing standards of operation.	pursue corrections. Theresa Bycroft will initiate changes by requesting a webpage to list pending updates of software.
7. Explore reductions in technology energy usage.	Discussion noted it can be very expensive to leave computers, monitors, and peripherals on at all times. Even during sleep or suspended events, computers use energy. The only means to eliminate energy consumption is to turn them off completely (may involve removing sources of power, ie. power strip with cutoff switch).	Theresa Bycroft will contact OSU-Tulsa and ask for information relating to the savings due to implementation of anti-vampire programs. Discussion will continue at next meeting.

New Business Item	Discussion	Action
8. Revise/correct outdated terminology and descriptions as presented on the University Technology Planning Committee webpage.	It was noted information relating to the committee structure was incorrect. The member list was up-to-date.	Jerry Bowen will review the website, then poll the committee for comments and pursue corrections/updates as needed.

Action Items Due: 8 Feb 2012

Next Meeting: 14 Mar 2012 @ 2pm in HS 138

Academic Technology Committee

March 7, 2012

Chairperson: Theresa Bycroft

Place: Health Sciences Room 138

Time Beginning: 1:30 pm

Time Adjourning: 2:10 pm

Members Present: Theresa Bycroft, Myra Haulmark, Jerry Bowen, Hugh Foley, and Carolyn Gutierrez

Members Absent: Mark Meadors, Bob Willis, Kirk Voska, Sarah Frye, Sherry Alexander, Tetyana Kyrylova

Guests Present: Brian Reeves

Topic	Discussion	Action
Call to Order	By Theresa Bycroft	
Approval of Minutes	Minutes of January 4, 2012. Motion to approve, Jerry Bowen. Seconded by Myra Haulmark.	Approved.
Reports & Announcements	Mathematica (statistics software package) meeting on campus will be March 16, 2012, 9 am.	
Old Business		
1. Internet meeting nexus/ webcam	Hugh Foley has been meeting with a company called Premier Global (PGI) about their product iMeet.com. It uses one master account for an institution, allowing any institutional members to get passwords. Flash-based. No administrative needs. It can use webcam, but it isn't required. May not work on iPhones or iPad because it flash-based. It is used by major universities, such as NYU, Capella, and University of North Carolina.	Hugh Foley will ask for a trial for the committee, Brian Reeves, and a few interested others.
	Myra Haulmark reported that Ellluminate and Wimba have been combined into Blackboard Collaborate for web conferencing. Partial demo of the product shown	Myra Haulmark will be trying this product with Moodle.

Topic	Discussion	Action
	on her laptop. It works with android apps.	
	Brian Reeves commented that Cisco has a product similar to iMeet.com. It is under state contract. It may have a cost per meeting. Brian said that he has been in contact with e-conferencing companies in the past, but did not know the demand that the university would have for webinar.	Brian Reeves will contact Cisco again about their product.
	Myra Haulmark would like to be able to put up video in Angel, but there are no tools for doing it. There are storage costs from Angel for video. ADA requires a transcript be available along with a video to give its content.	
2. Institutional Ergonomics Plan	Teri Bycroft reported that Lisa Martin sent out information in *Healthy You* newsletter after the January meeting with information about ergonomics in the workplace.	Ergonomics to be investigated further in the next school year.
3. Reductions in technology energy usage	Teri Bycroft spoke with someone at OSU-Tulsa and was told that they saved millions of dollars by turning off their computers at the end of their workday. She discussed this with Brian Reeves to ask if RSU could begin implementation of this.	Brian Reeves and Teri Bycroft jointly sent an email campuswide asking the university community to power off their computing equipment at the end of their workday. We will be informed when updates are to be made to our computers so that our computers can be left on for those. Further follow-up of this topic tabled as administration may be formulating a plan in this area.
4. Notification and training with regard to new programs and/or updates to existing programs	Teri Bycroft met with Brian Reeves about this issue of notification of new software programs and major updates.	Brian Reeves sent out a campus-wide email on 1-16-12 stating that Academic Computing Services would begin providing advance

Topic	Discussion	Action
		notification for major types of updates and changes. ACS will also try to provide education, in some form, concerning these changes.
5. Renewal of capital equipment purchases	Carolyn Gutierrez made a motion to take off the agenda the discussion of the renewal of capital equipment purchases. Seconded by Myra Haulmark.	Motion carried
6. Revision and correction of outdated terminology on the University Technology Planning Committee webpage	According to the Technology Planning Committee webpage the chair of the committee is to be the director of Academic Computing Services. The chair needs to be changed to be a faculty member.	Jerry Bowen will draft a letter to be sent to Dr. Beck and Mary Mackie, Chair of the Faculty Senate asking for this change. He will send it initially to Teri Bycroft, who will send it to the committee for comments. He will then send it to Dr. Beck after approval by the committee.
New Business		
1. Seat licenses for SPSS and/or other statistical packages	Bill Hart would like to increase statistical package access for the university for faculty and students. Brian Reeves said that there is now access to statistics programs in Herrington Hall computer lab and the Upward Bound computer lab, which is a locked lab.	See Announcement above about Mathematica meeting on campus on March 16.
Next Meeting	E-meeting round robin reports to Teri Bycroft by April 6, 2012 in lieu of a meeting in April.	Reports and other action from Hugh Foley, Myra Haulmark, Brian Reeves, and Jerry Bowen to Teri Bycroft by April 6, 2012.

Minutes listed here approved by email correspondence. Hugh Foley moved for the minutes to be approved. Myra Haulmark seconded.