

**College of Education  
Tech Committee Meeting  
Friday, October 10, 2003  
AH 105  
12:00 pm**

Present: Diane Coursol (chair), Linda Shirley-Underwood, Geri Skarphol, Carol Milner, Julie Carlson, Laura Bemel (minutes)

Minutes of the previous meeting were approved.

**Co-chairs** Diane Coursol raised the issue of using the co-chair model to provide continuity and support for the chairs and the committee. Carol Milner nominated Linda Shirley-Underwood as co-chair. This was seconded by Julie Carlson and approved unanimously.

**Processes for Technology-Related Recommendations**

We began by discussing the need to create processes for each technology-related piece of the university technology goal. The dean has indicated the first priority within this goal is the cycle of hardware replacement, but wants processes for each component. We recommend that *webpage development* be relegated to a separate committee, but want to maintain the issues of *professional development, pedagogical practice, distance education and hybrid course components, cycles of hardware replacement and the creation of incentives for faculty and programs* within our committee. We would like clarification on the *curriculum adequacy* component of the goal.

We wonder about the possibility of additional funds for IT services or workshops attended.

Carol Milner raises the issue of intellectual property rights and the use of university technology services. We reiterate the need for a process related to distance education and pedagogy. Can we recommend distance education workshops outside of what IT Services provides?

**Discussion of future technology models**

Diane Coursol wonders about acquiring Computers on Wheels (COWs) for use in the college to make computers more accessible for students and faculty. Also discussed a recommended buy program, allowing students to choose a Mac or PC laptop model. Laptops may replace desktops as faculty use computers in classrooms more. Question of whether a faculty member may have both a laptop and desktop computer through replacement funds. We recommended not, but faculty member may choose to acquire larger desktop monitor to be used with laptop model.

**Computer Replacement Policy**

We addressed the first priority of addressing the cycle of hardware replacement by revising the Computer Replacement Policy (**attachment?**) and created a process for implementing the revised version.

- Step 1: Hire a technology student to set up a data base and develop a form for an inventory of current technology in the COE.
- Step 2: Inventory technology.
- Step 3: Identify faculty needs.
- Step 4: Implement Computer Replacement Process using User Based Replacement Model. (Replace equipment sequentially from most dated to newest)

Implementation of this process in a multi-year, cyclical fashion should create equity for faculty in regard to technology.

**Next meeting will be Friday, October 24, 2003 in AH 105.**

Carol Milner will demonstrate a portion of her distance ed package.

We will continue the dialogue on maintenance and check in of equipment within the college.