

College of Education Technology Committee Minutes

Meeting Held: Nov 17, 2003, 12-1 pm, AH 105

Attendees: Diane Coursol (co-chair), Linda Underwood, Jerad Harper

Items of Discussion:

1. Minutes from previous meeting dropped off and will be approved at next meeting.
2. Reviewed Tech Cmte work to date:
 - a) accepted charge minus any web issues
 - b) reworked computer requirements policy:
 - 1) Computers will be replaced with a priority given to older computers vs. newer models. Computers would be brought up to the University standard.
 - 2) Computer / IT asset analysis will be conducted within each department
 - 3) College of Education computers will be replaced over a three year period with a goal of replacing 1/3 of the models per year (thus each computer would have a 3 year life cycle)
- 3) The Dean wants an assessment of "college-wide" equipment. The following areas were discussed and will be addressed at our next meeting with the goal of completing a proposed policy.
 - a) Items within this area include:
 - 1) a number of digital projectors (5)
 - 2) PCs, iBooks, and Projectors purchased under the Rural Integration Technology Education Grant.
 - 3) Computer Labs in Memorial Library 113 and AH 322
 - b) There is a need for interns to conduct maintenance (perform upgrades, check hardware, etc) for this material. Diane Coursol expressed a concern that:
 - 1) The equipment clearly has not been maintained
 - 2) No one has been updating the software and there is no apparent software standard for both platforms
 - 3) While Pat Harrington and Betty Busby are responsible for checking out these materials, they have very little computer expertise.
 - c) These proposed interns would:
 - 1) Support the systems (e.g., system updates, virus updates, etc.)
 - 2) Configure campus smart carts & mobile systems
 - 3) Deliver carts to the right people
 - 4) Provide tutorial support to faculty

- 5) Assist faculty in trouble shooting and working with ITS as necessary
- d) The equipment in both computer labs (Memorial Library 113 and AH 322) is out of date.
 - 1) The College computer replacement policy should address these computer lab computers as well.
 - 2) Discussion about whether ColEd really need the Memorial Library computer lab but that “COWS” (Carts On Wheels) would allow more people to infuse technology into the classroom and be more accessible in AH
 - 3) **Related Issue – Do we need a College of Education Computer Program?** Suggestion that we not establish a requirement, but have a recommended buy program and give the ability to purchase a “spec Dell” or a “spec Mac” with certain standard software
- e) If we pursue interns as technology assistants:
 - 1) **Suggested Goal = one student “Techno Wiz” per department**
 - 2) The rationale for having our own department interns rather than using the IT Help assets would be that we have particular requirements that involve not only checking out equipment but also configuring it for multiple uses.
 - 3) We need to determine the personnel requirements to be able to:
 - Check-in equipment
 - Maintain equipment
 - Inventory equipment to ensure that we are meeting user requirements
 - 4) Who should oversee this program?
 - Issue = This can be a tremendous drain for a faculty supervisor
 - It was proposed that with an automated system and help from secretarial support that a faculty supervisor might not be necessary.
 - 5) Recommendation that we use the old STARS room as the new control point for these IT interns.
- f) Where does the College store all of its equipment? Is the current location a good location or should we look somewhere else?

4. NEXT MEETING: Friday, Nov 21. AH 105.

GOAL: to develop a complete package addressing the “how” and “when” of implementation for whatever policy is recommended.

