College of Education Technology Committee Meeting Minutes*

Meeting held: Nov. 21, 2003, 12:00-1:00 pm, AH 105

Members present: Diane Coursol (co-chair), Linda Shirley-Underwood (co-chair), Ron Brown, Julie Carlson, Jerad Harper, Geri Skarphol, and Pat McKinzie.

Items of Discussion

1. All previous minutes were distributed by Diane in hard copy form (minutes from 9/25, 10/10, 10/24, and 11/17/2003).

2. The Computer Replacement Process (CRP) document (dated Nov. 2003) was reviewed. The following concerns were discussed:
   - Item 3 on the document states that “programmatic/Article 22” needs may result in someone requesting technology replacements or upgrades earlier than the regular cyclical schedule indicates. Such wording may give the misinterpretation that Article 22 agendas automatically result in technology replacement or upgrades.
   - It was the consensus of the Technology Committee members that Article 22 related technology requests should be made by the Dean of the COE rather than the Technology Committee.

   The decision was made that the Minimum User Requirements (MUR) and the Sequential Computer Inventory (SCI) lists will be maintained by the Technology Committee. In regard to the Statement of Programmatic Instructional Needs (SPIN) requests, a line will be added to the (CRP) document that the Dean can consult with the Technology Committee or other persons regarding SPIN questions.

3. The technology committee is in the process of recommending that technology assistants (student interns) be hired for each department in the COE. At least one intern will be hired for each department. A supervisor in each department will be designated for each intern working in that department. This supervisor will be the department member who is also on the COE Technology Committee, Web Committee, or other person designated by the department. Office space for the interns is a concern and will need to be addressed. Also, key access will need to be given to interns to AH 313, the old STARS room. A list of main job responsibilities for the interns was generated by the committee and is located in item #5 below.

4. Diane has identified 5 digital projectors in the COE available for use. They are currently stored on the third floor of Armstrong Hall. All five are functional and will be part of the equipment that will be maintained by the technology interns. There are also some COE laptop computers that are outdated and not functional at this time.
5. Main responsibilities for technology interns:
   a) Support the systems (ex: operating system updates, virus detector updates).
   b) Configure and maintain equipment carts for on-campus use and equipment for off-campus use.
   c) Coordinate the distribution of carts to requested locations.
   d) Provide tutorial support to faculty and staff in the COE.
   e) Assist faculty in trouble-shooting technology concerns and working with ITS as necessary.
   f) Periodic review of faculty hardware to ensure proper system management.
   g) Assist faculty in technology infusion into curricula for classroom use.
   h) Submission of initial (SCI) inventory to Technology Committee.
   j) Cross-collaboration with other departments as needed.
   k) Attend regularly scheduled intern or intern/supervisory meetings as scheduled.
   l) Maintain a daily or weekly log of activities and completed tasks.

The next meeting is scheduled for Fri., Dec. 5, 2003 at 12:00 noon in room AH 105.

*Minutes respectfully submitted by Julie Carlson