Minutes of the Technology Committee
Oct. 2, 2014 – 3 p.m. 2066

Present: Tim Sorel, Matt Sheehan, Craig Lee, Kyle Lyons, Robyn Goodman, Kay Tappan, Arlindo Albuquerque   *Non-member:* Jon Morris

- 2013-14 Chair Tim Sorel called meeting to order at 3:05 p.m.

- The Faculty Senate Chair (Morton) forwarded a volunteer committee member request and asked the committee to consider the offer. Discussion ensued about over-representation of one department and questions were raised about adherence to the College constitution. The committee determined it welcomes all volunteers to attend, participate in discussion and raise issues, but volunteer members would not have a vote.

- Matt Sheehan was ~~sacrificed~~ selected as chair for the 2014-15 academic year.

- Executive Associate Dean Kiousis forwarded a proposal from the New York Times for digital access for the College for approximately $15,000 per year (~$6 per user at 2,500 users). The committee discussed the merits of the proposals and forwards the following questions:
    - Are faculty included
    - Is the membership "premium package"
    - Are analytics included in the package to determine usage
    - From where does the administration propose funding?
    - Can we tie this service to certain classes and include the costs as course fees?
    - Will all members of the CJC community find value in this service?

    The committee welcomes feedback on this proposal from faculty.

- An agenda item was proposed to discuss whether the committee should forward to the administration a technology/facilities spending plan or roadmap. The committee will offer its services to the administration in advising TAG/admin on how the annual encumbrance for technology is utilized and help develop a multi-year capital plan for academic and media property needs.

- With the large number of new faculty hired this year, an agenda item was presented to determine "start-up" procedures for technology. Some new faculty members did not have computing equipment on their start date. Arlindo volunteered to be the liaison with new employees. The committee

recommends that all requests be made at hire and that chairs/hiring authority work immediately with Arlindo to ensure that requests are fulfilled in a timely manner.

- Discussion commenced about Sight, Sound and Motion and how digital assets will be delivered to the students. A subgroup of Arlindo, Kay and Houston Wells was nominated to determine best practices.

- The committee is recommending a standard $28 lab fee component be implemented on all courses meeting in 3324 to build a pool for maintenance and upgrade to that lab in 3-5 years, controlled by the College. The Sight, Sound, Motion class (administered by PUR) is one course the committee recommends that this fee to be in place.

- The committee will entertain an investigation into a standard lab fee for all courses that use a computer lab in Weimer.

- Kyle Lyons presented an update on the Mac lab upgrade in 3324 that has been in the works over the summer. The installation is nearly complete.

- A discussion item was forwarded from last term about room 2066 and upgrades to recording and video-conferencing systems, as well as physical upgrade in the 2066 space. Discussion included other opportunities on the campus for those services and field trips to other recording-equipped facilities on the campus to determine needs for Weimer. The committee will continue discussion, and welcomes feedback from the CJC community.

- A request was made to include all classrooms in Weimer in the 24/7 support system facilitated by the University's classroom support division.

- A request was made to determine policies for faculty storage on the SAN. Sheehan will solicit recommendations from the TAG group and bring to the committee at the next meeting.

- Meeting adjourned at 4:05 p.m.

Minutes by: K. Tappan and M. Sheehan