

MINUTES OF THE MEETING OF THE INSTRUCTIONAL TECHNOLOGY STANDING COMMITTEE

8:30 am, Monday, 5/1/2000 in the First Floor Conference Room of Powers Hall

PRESENT: K. Gates, M. Eftink, B. Reithel, P. Rice, S. Threlkeld, T. Wascom, D. Wilkins

ABSENT: J. Hamilton, B. Scott, K. Daigle, B. DeBusk

1. **Progress on Classroom Data Collection.** Gates updated the group on efforts to collect the course data that had been requested at the previous meeting. The database is ready, and a Web interface to display this data will be added by the end of the week. Rice reported that she had taken photos of most of the candidate classrooms and distributed sample results.
2. **Faculty Survey.** Gates distributed a copy of the faculty survey. She reported that faculty will be given until the end of the day Tuesday to respond to the survey. She is planning to follow-up with phone calls to any faculty who do not respond by then.
3. **Faculty Training.** The group discussed possible selection schemes. Wilkins noted that a post-algorithm should include notifying faculty who will be teaching in the selected classrooms of the planned improvements so that they can adjust their presentations to take advantage of the equipment. It should also include training for these faculty.
4. **Selection Scheme .** The consensus was the following. All of the information should be ready for the committee to review by Friday 5/5. Committee members should (1) select 10 rooms which are good candidates for adding some level of multimedia presentation support, and (2) select 2 or 3 classrooms that are good candidates for complete lecterns. Comments/annotations in the responses are encouraged. Responses will be due by the end of the day on Thursday 5/11.
5. **Adjournment.** The meeting adjourned at 9:15 a.m. The next meeting will be Monday 5/15 at 8:30 am in the first floor conference room of Powers Hall.

Kathryn F. Gates, Chair

Date

APPROVED:

Robert C. Khayat, Chancellor

Date

