

## MINUTES OF THE MEETING OF THE INSTRUCTIONAL TECHNOLOGY STANDING COMMITTEE

8:15 a.m., Friday, 2/11/00 in the Faculty Technology Development Center – 213 Weir Hall

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

ABSENT: K. Daigle, J. Hamilton, A. Hikal

- 1. Role of the FTDC.** Gates asked Penny Rice, Acting Academic Instructional Technology Consultant for FTDC (Faculty Technology Development Center), to give a brief overview of the different hardware available at the FTDC. Rice reported on the following hardware and software items.

### *Hardware:*

- 2 Video digitizing machines (one PC, one Mac)
- 5 PCs
- 2 PC Flatbed scanners
- 1 PC Slide scanner
- 6 Macs
- 3 Mac Flatbed scanners
- 1 Mac 35mm scanner
- 1 Color Laser Printer
- 1 HP Black & White Laser Printer
- 1 Apple LaserWriter
- 1 Large Format Color InkJet printer

### *Software:*

The list of FTDC software is available by contacting Rice at FTDC (x7918 or [parice@olemiss.edu](mailto:parice@olemiss.edu)).

Gates also asked Rice to state the current function of FTDC. Rice said that recently its biggest use has been for scanning. She fields many questions about file formats and appropriate image resolutions. There has been an interest voiced in digitizing more video, but the aging video digitizing equipment had made meeting these demands difficult. Gates mentioned she would eventually like to see a step-by-step procedure for digitizing video on campus.

There was further discussion regarding the direction of the FTDC. Eftink noted that in order to assist faculty most there needs to be good cooperation between FTDC and the Library. Several committee members stated that they would like to see an increase in helping faculty with course development. Need to find a way to better coordinate with the library and use their skills in specific research areas.

- 2. Faculty Training.** Gates asked Rice to think about what formats for future training events would work best, what kind of sessions to schedule (especially one on video to web), and how to increase faculty participation. One suggestion made by Reithel regarding increasing faculty participation was to bring more sessions out to the departments to help build momentum and then have them come in for the large sessions.

Another suggestion was to showcase the use of technology in various locations on campus; to show faculty what other faculty are doing. Ideally, these sessions would be shown by faculty to faculty. An example given of a good demonstration was at the Chemistry Lecture Hall dedication when Bill Scott used an ELMO to show a chemistry experiment to the audience. Emphasize the use of technology that improves teaching. A suggestion was made for a Technology Forum that might be held in the latter part of March. Gates will follow-up to plan this event.

3. **FTDC and Graduate Students.** DeBusk raised a question about the FTDC's relationship to graduate students or other individuals who are not faculty but who have primary teaching responsibility for a course. The response was that initially the focus would be primarily on helping them use CourseInfo and that the FTDC would expand services as necessary. Rice and DeBusk were asked to come up with some ideas for sessions targeted specifically for graduate students. Eftink suggested a session on submitting dissertations/theses electronically to UMI and to the UM Library and the benefits, e.g., inclusion of video, audio, images, etc.
4. **Classroom Technology.** Gates told the committee about the Provost's plan to have 2-3 standardized multimedia lecterns and projectors installed in classrooms across campus by summer. This committee will need to address the following:
  - Consider what these consoles would consist of in terms of component pieces
  - Make a prioritized list of classrooms for installation
  - Offer suggestions to deal with technology obsolescence
  - Make recommendations for support needs; how to minimize the need
  - Develop training for faculty using the consoles
  - Plan for security. How do we keep the equipment safe, but also allow access by faculty as necessary?

In order to make an adequate assessment of classrooms where the consoles might be placed, it was recommended to make an assessment of all multi-media equipped classrooms on campus. "Multi-media" was defined as: a classroom which permanently has in place a computer, VCR, or projection system. It was suggested that a spreadsheet be made comparing a list of all classrooms with a list of multi-media equipment, allowing what the equipment each room has to be easily marked off and easily compared with other rooms. Deans and department chairs need to be asked where the most pressing needs for technology-rich lecture areas are in their areas. Gates made one last mention regarding the technology consoles. She would contact regional IHLs and see if any are using "smart consoles" and ask them about their vendor(s) and set up procedure. Gates had an example of another institution of higher education pursuing a comparable goal -- LSU. She recommended several different vendors who are familiar with this sort of process be brought in to make presentations to the group.

5. **Other News.** Gates told the committee about online teacher evaluations. This project was led by Dan Mattern. Dan Mattern and Rick Thurlow are working on including the GPA data in the reports. She also gave a brief description of the current status of Internet2 and the Virtual Expedition Center for the Humanities, a project UM is collaborating on with MSU.

6. **Adjournment.** The meeting was adjourned at 9:15 a.m.

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Kathryn F. Gates, Chair                      Date

APPROVED:

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Robert C. Khayat, Chancellor                      Date