

MINUTES OF THE MEETING OF THE INSTRUCTIONAL TECHNOLOGY STANDING COMMITTEE

8:30 am, Wednesday, 7/19/2000 in the First Floor Conference Room of Powers Hall

PRESENT: K. Gates, M. Eftink, B. Reithel, P. Rice, B. Scott, B. Taylor, T. Wascom, N. Wilkin, D. Wilkins

ABSENT: K. Daigle, S. Threlkeld, , B. DeBusk,

- 1. IT Reengineering.** Gates gave a brief update on Office of Information Technology (IT) Reengineering activities. She had given the IT Reengineering team copies of the May 2000 Academic Computing Task Force report update to consider as part of its deliberations.
- 2. Classroom Technology.** Gates updated the group on the classroom technology project. The Provost's Office approved this committee's recommendation with no changes. Purchase orders were issued at the end of June, and implementation is currently underway. The installation of ceiling-mounted projectors with wall plates and the delivery of the portable units will occur during the week of 8/14. We have tentatively scheduled faculty training for the portable units to occur on 8/15. There is a 6 week delay on the lectern; therefore, installation of the two "full treatment" rooms, Turner 205 and Bondurant W116, will occur in mid-September. Wascom is contacting department chairs to find out their preferences on type of computer and to notify them of the installation plans. We are asking that they provide us with names of building mayors and general contacts. Johnny Price will coordinate electrical work that must be done prior to installation with the Physical Plant Department.
- 3. CourseInfo Upgrade.** Wascom explained the changes in CourseInfo licensing. Version 5.0 is now available. We can upgrade to this level under our existing contract with no additional fees. She is working with IT systems staff to set a schedule – ideally the upgrade can be performed between the end of the summer term and the start of the fall term. CourseInfo now offers four levels of functionality. We are using the lowest level. The next level up has an annual fee of \$25,000 (vs. \$5000 that we are paying now) and offers a number of useful campus-wide communications tools such as message boards and chat. It also functions as a portal for students. Several campus groups need a controlled chat environment. The library has requested this capability so that it can implement an online reference desk. Reithel noted that we want to promote the portal that comes with zolemiss.com. The third and fourth levels are tightly-coupled with the campus' student information system, registration and financial aid. This may be something that we will want in the future, particularly to help with account management, but we probably should let Campus Management get further along into its implementation before looking seriously at this option. The group agreed to find out more about the new CourseInfo structure and functionality and to evaluate the usefulness to the campus community. We have a three year contract now, which will need to be reevaluated before long. It is likely that our annual licensing fee will increase substantially, since we were one of the first universities to sign on.
- 4. Galtney Center for Academic Computing.** Gates gave an update on Galtney plans. The student labs and FTDC will be relocated to the Baxter Room of the

Library during the renovation. The teaching lab will be relocated to Guyton. IT staff met with Library staff earlier in the week to begin planning for this transition. Dean Meador and the library staff have been very helpful and accommodating.

- 5. Faculty Training.** Gates asked the committee for its suggestions on faculty training. For the last two years, we have conducted several weeks of training at the start of the Fall term specifically geared toward faculty. Wascom noted that we have traditionally offered sessions focusing on particular technology skills, and that we need to move toward a more pedagogical perspective, i.e., how to use technology to improve teaching and learning. Reithel suggested that we have CourseInfo workshops in each school which are taught by faculty in those schools, i.e., “CourseInfo and How I Use it in my Classes.” He suggested a workshop showing how to use Excel for gradebook management. He also suggested that we try to involve faculty in the teaching of these workshops. The group brainstormed on possible participants and topics and came up with the following: Dr. Bob Cook on palm devices, Dr. Brian Reithel on capturing lectures to video, Dr. Ken McGraw and Dr. Mark Tew on using Authorware, Dr. Kirk Wakefield on using PowerPoint, Dr. Gary Theilman on creating instructional CDs, and Mr. Don Simonton on using CourseInfo in the humanities. Other topics that were suggested included Adobe Acrobat, locating and evaluating Internet-based information resources, UNIX, high performance computing (including Beowulf), creating videos, statistics. Wilkins suggested that we look at IT Helpdesk calls from faculty over the past year to find out if there are any frequently asked questions that might be addressed through a seminar. Several suggested that we include as part of this series a session on using interactive video (Britt Fitts’ classroom). Eftink said that he recalled talk of purchasing a license for online training courses. Gates said yes – we had looked at NetG and other packages, but the cost was very high. The Medical Center uses NetG. The group discussed time and format of classes. Courses concentrated at the start of the semester would be good, but also some throughout the semester would be useful and would be a way of keeping “IT” in the forefront. Reithel suggested that we video these courses and make the video available online and for check out in the FTDC. The IT Helpdesk should be kept apprised of progress in this area so that those staff members could direct faculty to these resources. Taylor noted that screen views/captures would be difficult. The consensus was that even if the videos were not perfect in this regard, they would be still valuable to learners.
 - 6. Other.** Gates reported that several IT staff would be presenting a pre-conference tutorial on managing web-based courses at EDUCAUSE 2000 and also that she and Wascom would be participating in a panel discussion with Virginia Tech, University of North Carolina, and Mount Holyoke highlighting TACIT and other similar programs. She reported on the plans for the new e-mail server. Reithel commended IT for its work on the e-mail video and encouraged other committee members to view it. Wascom, Eftink and Gates noted that TACIT will soon be upon us and that we need to begin planning for it as well.
 - 7. Adjournment.** The meeting was adjourned at 9:45 am. The group will review the faculty training plan by means of its mailing list. The next meeting will be scheduled as needed, most likely after the start of the Fall 2000 term.
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Kathryn F. Gates, Chair

Date

APPROVED:

Robert C. Khayat, Chancellor

Date