

## **Technology Advisory Board (TAB) Minutes of Meeting of October 20, 2003**

Location: Stokely Management Center, Room 207  
Time: 8:30 - 9:30AM

### *Attendance:*

**Members:** Steve Dolgner, Stephen Esposito, Bill Dockery, Jim Gehlhar, Ray Hamilton, James Hughes, Matt Johnson, Sara Keeton, Julie Little, Mike McNeil, Faye Muly, Marla Peterson, and David Ratledge (for Bill Britten).

**Others:** Nancy Gnilka, Judy Travis

Mr. Matt Johnson, called the meeting to order. The first order of business was to correct a procedure mentioned in last month's meeting. Ms. Nancy Gnilka indicated DLAB support should be requested in the Equipment Description section, not in the On-going Support section of the FY05 Technology Fee Funding Request Form.

### *Online FY05 Technology Fee Funding Request Summary Report*

Ms. Gnilka gave an online demonstration of a new online technology fee request summary spreadsheet. Each request will be listed on the spreadsheet as usual, but this year the spreadsheet will be online and one of the fields will contain a URL which will point to the actual technology fee funding request received. The college priorities will not be indicated until after the deadline in mid-December. All proposals should be available by the end of December or early January. The Technology Fee Advisory Board will be able to log into the website to review the requests. It will be updated as quickly as possible as requests are received. The final approval will be made at the January TAB meeting thus giving the colleges ample time to use this information in preparing their budgets for the next fiscal year.

Also new this year, is a change in the processing of the attachments from the online funding request form. As before, information pertaining to each section can be entered as a separate attachment. This year when a request with attachments is submitted, all of the attachments will not automatically be sent to the sender or various contacts. They will go directly to tech fee and an acknowledgement with a URL reference will be sent (in as timely a manner as possible) to the sender and appropriate contacts. Each request has a unique submission number and the receipt of all attachments will be acknowledged using this sequence number.

Ms. Faye Muly commented the on-line submission and review process will make for a much more timely submission and approval of requests in the future. Ms. Gnilka said that she would put the requests on-line as they are received. Unfortunately, the bulk of the requests are received the last week of the deadline, which delays immediate posting. The on-line invitation for proposals went to all deans, directors, and department heads on Friday, October 17, and a paper copy will go in the campus mail on Monday, October 20.

### *Requesting DLABS and START Program Support*

Departmental Labs Support (DLABS) should be requested in the regular online technology fee funding request process. The request process for the Student Technology Assistants for Research and Teaching (START) program will be separate. The Innovative Technology Center (ITC) will be sending out an early bird newsletter on December 2, 2002, to faculty listing Blackboard training as well as workshop and grant information. It will also have a call for interest for projects to be considered for the START Program.

Dr. Julie Little reported ITC has received approval from the Office of Equity and Diversity to search for the coordinator of the START Program. The candidates have been identified, the interview process will begin soon, and it is hoped the position will be filled before the beginning of next semester. ITC will also be posting the announcement for the student positions in the next two weeks.

Ms. Muly noted this first year of three major new programs has been quite a challenge and so far all has gone very well.

### *Pay-For-Print Project*

Ms. Muly indicated OIT has been working with the Library on a RFP for Uniprint software and support. It should be completed in November. Mr. David Ratledge stated everyone is working together to get all information included in the RFP to identify the appropriate requirements for full support of the product. The Student Government Association (SGA) and Pay-For-Print PR committee are both working on surveys to send to peer institutions who have already installed pay-for-print solutions. This information will help to identify possible issues, needs, problems, etc. which other campuses have found to be important.

It was noted the technology fee does support printing costs in the public labs, but there are not enough resources to support printing costs of the entire campus.

### **Other Comments**

Ms. Gnilka, in response to a question from last month's meeting, mentioned the decrease in enrollment this fall semester has resulted in reduced technology fee revenue of approximately \$48,000. It turns out to be the lowest fall semester technology fee revenue noted since 1998.

### *Meeting Schedules*

The next TAB meeting will be held on November 17, 8:30AM-9:30AM, in Room 237 of the University Center.

Beginning with January 2004, the meetings will resume on the third Wednesdays of the month at 2:00PM, in the 4th Floor Conference Room of Andy Holt Tower.

With no further business, the meeting was adjourned.

Minutes Prepared by: Judy Travis