Date: April 27, 2018
Location: Hodges Library Conference Room 605

Attending: **Mark Alexander**, **Bill Dunne**, **Jennifer Gramling**, Benjamin Bergman, **Tami Bland**, **Andrew Capps**, **Michelle Cosby**, **Jacob Rogers,** Divyani Rao**,** Steven Wilke, Logan Notestine, Rebecca Koszalinski [**bold** indicates present]

Attending, *ex officio***: Larry Jennings**, **David Ratledge**, **Joel Reeves** (Co-Chair) (**bold** indicates present)

Guests:

Minutes by: Charlene Laughlin, OIT

Agenda	Description	Follow-up
Welcome and Introductions		
Updates	- OIT Suggestion Box - https://oittest.utk.edu/suggest/ - Always looking for ways to improve, when something gains momentum then attempt to address it but nothing at moment - It will be communicated on OIT webpage, and IT Weekly, VolUpdate, etc. - These will be moderated	

FY19 College/Department Award Process	- April 27, 2018 – TAB review/approval - Early May, 2018 – Colleges/Departments receive award notification - Total is slightly less than 1 million - Committee members were asked to review these prior to meeting - All submitted requests will be reviewed as listed on spreadsheet but - Academic Affairs: general question – what is impact directly on students? Relates to software and/or hardware? They want to track unmet students who are looking for jobs and existing jobs - Jacob Rogers is a work study student and he does not think it should be considered. He says work student Work study student – Jacob (timesheets on paper, maybe not worth $15k); more supporting the staff not students; (Jobx and timesheetx) - It is a student service - All agreed to redefine the scope of guidelines (next year) - This one is marked NO - Netprice calculator, same NO - iThenticate – yes (funded last year as well) - Academic Affairs only submitted three requests, they could have submitted many others, so maybe consider giving them more - Architecture and Design ($55k) – keeping lab up-to-date; 24 virtual workstations; yes - Arts and Sciences have a wide range of requests - Adobe – yes (OIT) - Prof camcorders – yes - Samsung; large video ($1,477) – yes - Michelle Cosby noted that Arts and Sciences probably put this lower in priority because if not approved they could fund it (College of Law did the same) - A lot of requests are outside of scope - School of Art gave a long list, flexibility is appreciated - Bill Dunne commented in reference to Tech Fee Guidelines , he was most concerned about "other" - BCMB – molecular operating equipment – yes - Biology – top request – yes; Larry Jennings got quote and got newer version that will be supported by OIT - Chemistry – 3D printers? Jacob Rogers said not sure about it - This was number one priority, so keep that in mind - Bill Dunne says approximately spring 2019, plans in Walters Life Sciences includes a Collaboratorium. This prototype will include 3D printers. This is a university wide project and eventually will have its own facility. - All agreed to fund this 3D printer since it was number one priority, and then revisit next year - English – only one; no objections	

- Geography – top priority is software, all looks good; no objections
- Second priority for Geography, Magnetic sensor, not in line with Tech fee (maybe, revisit)
- Math – yes, fund iMac computers
- Question – about Cup and cycle for new computers; this is probably filling a gap; can it be filled by cup? Gap to cover five year agreement (computer upgrade program for F/S)
- Joel Reeves noted that under Cup, GTAs are trickle down; now we are back to four years; this request is probably filling-in a gap
- Bill Dunne requested we have a discussion about this next year
- Modern foreign languages – yes (Virtual Reality – VR); it was top priority
- Michelle Cosby noted VR is a thing used for Foreign languages; so give them the first one (VR $27k)
- MFLL – second (potential cut; revisit)
- Jacob Rogers mentioned the second one might be necessary (related to first one?); we are all guessing because not enough information in justification
- Microbiology – no (container equipment)
- School of Music – sounds reasonable – yes (approve first two); also include fourth one (Sony HD video recording); third request marked maybe
- Physics – no objection (top two requests)
- ASNR (Ag) – innovation and student experience (approved top priority)
- No microscope (entomology and plant)
- Maybe possibly request number 8 (Video recorder) and 10 (microscope mount)
- Debate over funding classroom conversations with Tech Fee
- Joel Reeves noted the first meeting for next academic year will include rewording Tech Fee guidelines and tightening the rules for funding
- Joel Reeves will report to the group after further investigation considering classroom, tech fee and cup
- Jennifer Gramling mentioned the online student identity verification (request number 3 of CB list); this is a way to verify students taking tests
- Question – Can the Online tuition revenue be adjusted to include this fee?
- Jennifer Gramling commented that this may be something relevant for future programing
- Maybe a good thing to take off Tech Fee and maybe generated from online tuition
- It needs upgrading, Michelle Cosby votes yes; so, temporarily marked as maybe
- Andrew Capps noted that JEM – it could use new; (radio station)
- Counseling – EPC – what can you purchase for $94? (a lot of items); priority number 30
- Anyone argue on engineering behalf? PCR (priority 30, so bring it up for further review)
- Engineering – (Comsol) – change to yes for Electrical Engineering
- $15k (top three priorities for Engineering: QuantStudio PCR system, computer equipment, and Aspentech Aspen (HYSYS) all approved
- MABE – top three requests were approved (SolidWorks license renewal, COMSOL, and Fortus 3D printer)

- Any specific comments about engineering?
- Michelle Cosby made argument for priority number three under Law. Quimbee Annual License – this would aid the majority of law students who currently purchase individual licenses
- Also, computer universal docking stations – in lab (majority of students have macs so this would be very useful)
- Libraries – top 10 priorities all approved
- David Ratledge noted hoping priority 11 and 12 might be considered; huge demand for cameras; not sure about how long they last but hold up very well; laptop chargers, etc. are in high demand (Larry make a note: add chargers to list)
- Nursing – Tami Bland made the argument for student population increasing annually, students are not able to do simulations at same time due to limited number of equipment in lab; plus technology in simulation is increasing at high rate so this is an attempt to keep up with current technology
- Explanation for laptops – used for taking exams and preparing graduate students for exams after graduation with in-class standardized tests that are produced by national standardized company. Many of our students do not have laptops or older laptops that make taking these tests difficult.
- These tests are required in order to pass the class
- Software requirements are also an issue with older laptops
- Joel says we will bring it back up at end
- Is there any chance this could come out of OIT classroom fund?
- Social work – maybe go to another pot of money (Joel will put up a star to try putting it under classroom fund); it's not nationalized but …
- UTCVM – SynDavers – no
- So, right now we are at $16k over (can we cut somewhere?); maybe just cut CB
- Joel Reeves goes through the pluses for all to review
- Debate – maybe take out Social Work (cover it elsewhere)
- Jacob Rogers says maybe less expensive laptops; contract out there with Dell, PCS, etc. so Joel put asterisk on Nursing for laptops
- Respondus was added (CB)
- Larry Jennings says take down CB down to six classrooms
- Decision made to fund all laptops for Nursing - (note: only three of manikins being funded for nursing; what's more important?
- Tami Bland will find out which are more important? Manikins or laptops? Can you do with fewer laptops than 10?
- Joel Reeves recommended, all manikins and five laptops; so these were approved
- Factoring in all requests marked maybe and yes – total stands at $976,000 (Larry Jennings changed all and recalculated total)
- Add Engineering – Bentley's RAM (this takes us to $996,000; Larry says we can go over because that includes Adobe)
- Nursing got everything requested, all approved

Agenda	Description	Follow-up
	• Joel Reeves filtered through the those things not approved to add a few more • Larry Jennings will provide the spreadsheet with final costs and totals • Call it a wrap • Good job! Larry did a great job keeping up with running totals • No further business • Michelle will not be back (gone for two years)	
New Business		
Meeting Adjourned	• Please send any agenda items to Joel Reeves or Larry Jennings	