

ITAC Meeting Minutes  
October 17, 2008

Attendance: Marlene Allen, Gary Fisk, Jay Johnson, Laurel Robinson, Gretchen Smith, Tom Weiland, Ronald Daniels (SGA Rep), Anna-Kay Sterling (SGA Rep), Royce Hackett (Ex-Officio), and Jarrett Hartsfield (Ex-Officio)

Meeting was called to order at 11:00am.

1. Approval of minutes for September 19, 2008  
Weiland moved to approve, Robinson seconded.  
The motion passed unanimously.

2. Computer Lab Update

Hartsfield informed the committee that there were enough funds to purchase computers for all three labs that were critical – Education 234, Library Lab, and Roney 311. Purchase orders for these computers have been submitted.

3. Report on Faculty Senate meeting

Fisk reported on the reaction of the Faculty Senate to the committee's concerns about the allocation of the student technology fee fund. Dr. Adler did not see any problem as the committee has control over the approximately \$50,000 of discretionary funds. Other members of Faculty Senate recommended that ITAC do some further research into how other schools distribute this money and provide the Faculty Senate with a formal proposal for changes.

Both Fisk and Smith did some preliminary research into how other schools handle the allocation of their student technology fee fund; however it is difficult to gather this information from web sites since much of it is outdated or not available.

Daniels said when he was at Middle Georgia College, 35% of the fund was set aside each year for computer maintenance and replacement while the remainder of the fund was allocated for specific projects on campus.

Weiland suggested it may be time for ITAC to formalize the process of how the fund is allocated. Fisk expressed concern that the current process may not be in line with BOR guidelines. Robinson, who had been on the committee when it was originally formed, said ITAC used to have greater control over how all of the fund was spent and it seems every year we have less and less input.

Weiland felt that students should have a greater input in how the fund was spent. Sterling said a student survey or focus group could be possible to get more student input.

Weiland moved that each member of ITAC should review the committee's charge and the BOR guidelines before our next meeting in order to develop a policy for allocation of the student technology fee fund to present to the Faculty Senate. Robinson seconded. The motion passed unanimously.

Fisk offered that we may want to include an annual meeting with the VP of Finance and VPAA as part of the policy.

#### 4. Update from Royce Hackett

A pilot project for student login and print management software is in development. Students will be given a printing quota each semester, probably 400 pages. After the quota is used up, students will be able to purchase additional print pages at the business office. This will allow for better budgeting of paper and toner supplies, freeing up more money for other technology needs.

Hackett noted that a good deal of the increase in printing is coming from notes and PowerPoints put on WebCT for students. Robinson stated that faculty need to take some responsibility for their PowerPoints and recognize how students use them. Weiland noted that faculty will need to be made aware of what the student print quota is going to be.

Allen asked about using a card system. Hackett noted the huge start-up costs for such a system are prohibitive.

Hackett did note a potential problem with this system will be a student using up his/her quota at a time when the business office is closed.

Robinson asked about the timeline for implementing the pilot program. Hackett said it might begin in January but it could be sometime later during Spring semester before they are able to have everything ready.

Fisk asked if an email to educate faculty about the current printing situation might be helpful. Robinson moved that Fisk send out such an email. Allen seconded. The motion passed unanimously.

Hackett informed the committee that he recently met with the architects for the new residence hall to discuss both the wired and wireless networks for the building and plans are proceeding.

#### 5. Meeting Schedule

Fisk pointed out that it is difficult to find a time to meet in November, and since there is no critical business for the committee at this time, he suggested we meet next in January. January 23, 2009 at 11am is the next scheduled meeting for ITAC.

#### 6. Adjournment

The meeting adjourned at 11:50am.

Submitted by,  
Gretchen Smith, Secretary