IIAC Meeting Minutes: 21 April 2004

Present: Faculty—Dennis Henry, Deborah Downs-Miers, David Koppenhaver, Tim Peterson, Scott Moore, Jonathan Smith.
Ex officio—JoEllen Schultz, Dan Mollner, Bruce Aarsvold, Mark Braun.
Absent—Sarah Daniels (excused), Jennifer Ringler (excused), Pat Francek (excused).
Guest—Joyce Aarsvold

Meeting called to order at 4:02PM.

Jonathan Smith provided Minutes for 3 March. Minutes were approved upon motion by Moore seconded by Peterson. Minutes for 31 March delayed. Committee agreed to respond to electronic submission of these Minutes as well as those of today.

Final Review of Equipment Requests and Costs.
Still no news re Budget; no changes to report. Some discussion of possible changes to Music Dept. request. Scott will report regarding Rich Orpen's request. Aarsvold and Moore discussed likelihood of enlarging Keyboard Lab from 400 to 900 mhz during the summer. It was made clear that doing so does not obviate next year's request.
Apple has a new revision to hardware line; this will be purchased. "Bubbles" will remain.
Physics will contribute $500.00 toward its request, which ensures its being granted and obviates the 15 May decision deadline previously agreed to.

Discussion about when and how to communicate the granting of requests: decided to use Faculty-L. This allows Henry to meet 1PM deadline for submissions to Jean Heidcamp for Faculty Meeting Packet. The notice will say faculty will be notified of status of requests via PDF file sent on Faculty-L in early May.

Smart Classrooms: Will be in Vickner 331, Nobel , and Lund. Peterson asked about criteria for selecting buildings to be equipped as Smart Classrooms. Braun replied the decisions are determined largely by staffing, essentially number of faculty per discipline using building. Peterson asked where Social Science Bldg is in the queue. The reply was that there is already a "scheduling nightmare" in regard to needs of classes to use such spaces. It was suggested that Peterson speak directly with Pat Francek about his discipline's needs. Question arose about putting end-of-year funds toward a smart classroom for Social Sciences, which will no longer be needed and could be cascaded. Another possibility is trading the 6 PCs granted for a room. This, however, equals only HALF a media room's costs. Additionally, it is very important, Aarsvold reminded, to keep individuals' equipment current. Peterson then moved, Smith seconding, that a media room be provided for Social Sciences as soon as possible. Discussion ensued, but was limited because of Francek's absence. Motion passed. Koppenhaver requested a smaller projector for Education. Again, this requires speaking directly with Pat Francek.

Related to the above discussion, Braun alerted committee that Old Main will begin renovation in February.

Report on Chairs re localized tech support: (IIAC Chair Henry has copies of this report.)

At the most recent Chairs meeting, Dennis Henry alerted them to the new opportunities and responsibilities accruing to localized tech support and assured them that IIAC wishes to be helpful in this process. Chairs are aware of the additional time this will require. Also clear that not all departments/disciplines will receive localized support at the same time. IIAC reps might be in a position to help their disciplines plan for this change. For example: Physics could combine the positions of part-time lab instructor, tech support, and light equipment manager into one position. Such a plan is being forwarded to the Dean. Mollner reminded that Library is already providing some of this kind of support: it is crucial not to duplicate efforts. Braun reminded that positions were envisioned as being collaborative amongst departments and even possibly across Divisions.

Chair Henry expressed the wish of IIAC to be instrumental in determining models of implementation and of central coordination. Koppenhaver suggested we be very open about the modeling so as to avoid the inefficiency of replication. Braun asserts Dean's Office wish that implementation not be done piecemeal but according to a more general plan. (Query: is it not the case that actual implementation will in fact be "piecemeal," as not all groups can be simultaneously staffed?) Aarsvold stated it is more efficient to deliver tech support NOT from a central point. Downs-Miers suggested that perhaps IIAC might advise those making the decisions about allocating tech support. Discussion is to be continued.

Several faculty suggested that a "skills" inventory of colleagues and staff be solicited and disseminated. IIAC suggested Braun take this idea to the Dean. We also need to have clarity about the supervision and accountability of the localized tech staff. One suggestion is that some Administrative Assistants are completely competent to serve in this capacity.

Tech Directors Reports—Aarsvold: Re hardware: Looking at DVD writers to be included in this year's models. Explanation of various ways to compare costs of CRT and LCD technologies. Trying to make the best "break even" decision.

Next meeting: Originally 12 May, which has several conflicts. Agreed to change to 19 May pending Chair's investigation of conflicts with that date. Regardless of date, part of meeting may be in Executive Session, to enable faculty members to discuss the organization of the committee.

Meeting adjourned at 5:05 PM.

Deborah Downs-Miers
Secretary