

Instructional Infrastructure Advisory Committee  
MINUTES: Meeting of 14 March 2005

Present: Faculty: Chair Dennis Henry, Secretary Deborah Downs-Miers, Jonathan Smith. Tim Peterson, (excused, arrived at 435). Michele Koomen arrived after Minutes were approved.

Ex Officio: Dan Mollner, Mark Braun (absent, excused)

1. Minutes of January meeting approved on motion from Downs-Miers, seconded by Mollner. Minutes of February meeting approved on motion from Mollner, seconded by Downs-Miers. These minutes were corrected to show that Koomen had been present, as Michele indicated when she arrived.

2. After revision, the draft motion for Guidelines for computer equipment and allocation priorities was passed unanimously as moved by Smith and seconded by Koomen. The motion as revised and passed reads as follows:

Guidelines for Evaluating Requests and Setting Computer Equipment Allocation Priorities

- I. Implications for student learning
  - Classroom
  - Department laboratory
- II. Implications for faculty teaching, scholarship, and professional activity.
- III. Other considerations
  - Age of equipment
  - Equity
  - Stewardship

3. Reports of Divisional Representatives

Education—Michele Koomen: New lab in Mattson will be used by Education and Nursing. Will receive cascaded machines, but there is concern about acquiring the money for all the lab equipment. Not clear whence the approximately \$40,000 will come. Discussion about funding the lab through end-of-year funds. IIAC decided to make this a priority ON RECORD. The Chair turned over his office temporarily to Smith to make the following motion: “ If there is end-of-year money and recognizing that Mattson Hall laboratory needs will cost approximately \$40,000, IIAC recommends that every effort be made by the Dean’s office to pay for these needs via any combination of end-of-year funds from fiscal year 2004-05. “ Motion seconded by Koomen and unanimously approved. We should know by 9 May whether these funds will be available.

4. [Reports from Divisional Representatives suspended temporarily due to conversation with Guest Bruce Aarsvold.] Aarsvold arrived at 4:15. The chair asked if there are updates on costs of standard items. This is in relation to the \$295, 000 estimate of total requests compiled informally by Mark Braun. Aarsvold said that his cost estimate is \$125,000 to \$250,000. The chair confirmed statements by Mark Braun that the IIAC budget line is in the Dean’s budget and IIAC will continue to have access to this budget. Committee members expressed the need to know if the individual costs are reasonable. Members suggested additional strategies for saving and thus gaining funds; for example: looking at self-insuring as opposed to 5-year warranties/service contracts. Questions were raised whether we are limited to one service model, such as the 5-year warranties, or if we can be more flexible. Aarsvold expressed the desire to think about purchase price vis-a-vis life-cost. Members phrased the question as: what is the most effective and efficient way of doing the best for the most people? Therefore we need to know, for example, in dollar amounts, what are the options for the best deal for repairs. Aarsvold offered the figure of \$900 to \$1000 “upgrade” per machine.

The Committee pressed him to give us the basis for the \$1000 per pc that he has been quoting and applying for years. We found that price hard to accept given the market in consumer as well as corporate machines. The members listened to his rationale. He suggested that even a reduced quote of \$900 per box (w/o monitor or display) was not enough of a difference for us to be concerned about.

Needless to say costs are highly relevant in another tight year, and the Committee believes it appropriate at this stage of our process to have the numbers we are going to approve from our budget. There may be more prudent ways of buying our machines than with a five-year warranty at higher costs. Built-in service contracts and extended warranties are expensive, and not always a good investment, especially since we have in-house expertise, and computers are collections of commodity-like pieces. Smith inquired about the relative costs of flat panels. The reply is essentially they are a better value, but that we cannot yet take advantage of that advantage.

Aarsvold informed the Committee that we should know about the number of cascades around 15 April. The problem of the Dean's office making hardware and software promises to new hires but not communicating same to GTS was raised. Because of this gap Aarsvold does a dollar amount set-aside for about 13 people. This is about \$13,000. Tim Peterson averred that IIAC might take a stand on the automatic giving new machines to new hires.

Aarsvold asked that IIAC recommend what needs can be met over the summer. He was asked what sort of staffing is available during the summer. He replied that it is not yet possible to know. The Committee thanked Bruce for his visit.

3, resumed. Dan Mollner asked if Bruce Aarsvold could provide a report similar to that provided by Media Services. Discussion revealed that Aarsvold has been asked by Tech Directors for this and has not complied. Chair Henry suggested we need help from the Dean's office. IIAC charges Chair Henry to ask Dean to have Aarsvold provide the same level of detail in costing and specifications for desktops that Pat Francek has on several occasions supplied to the committee for classroom upgrades.

Humanities: Downs-Miers: Our needs are primarily for DVD players in all rooms and for smart rooms. The Chair explained there have been separate negotiations with the Registrar and Aarsvold to determine which rooms get converted to smart rooms. The Registrar wants to control this. This year, however, the Registrar will not make the determinations, but funds may come strictly from GTS.

5. April meetings: 11<sup>th</sup> and 25<sup>th</sup>. Also, 9 May.

6. Meeting adjourned as moved by Peterson at 520.

Deborah Downs-Miers  
Secretary