<div align="center">Information Infrastructure Academic Committee MINUTES</div>
<div align="center">22 November 2004</div>

Present: Faculty: Chair Dennis Henry, Secretary Deborah Downs-Miers, Michele Koomen, Scott Moore, Tim Peterson, Jonathan Smith

             Ex Officio: Mark Braun, Pat Francek, Dan Mollner
             Guest: Dick Martin

Meeting called to order at 3:35 PM

1. The Minutes for October were approved on a motion by Smith seconded by Koomen.

2. In discussing the motion to accept our new Equipment Request Form, moved by Smith, seconded by Moore, we wanted to make sure Section 2 makes clear that any smart room may be used by faculty from several different departments. We also stipulated that Becky Miller announce from the Dean's Office that Department Chairs will have the request forms. We are trying to ensure that individual department members are aware of the communication lines and process for making their requests. The form was approved unanimously.

3. Faculty Secretary Laptop--Mark Braun reported that there is no more money in the budget line he was directed to use to pay for the laptop. However, in response to queries, he avers there are other lines which could be used, specifically the Dean's equipment lines. The adjustments would include deferring until June the purchase of some equipment rather than doing so in the Spring. The Secretary should have her laptop in a few days, but the funds used to pay for it will have to be replaced from next year's budget; i.e., this becomes an early purchase against the 2005-06 budget. Mark thanked the committee for our flexibility.

4. SCANTRON issue--Dick Martin brought to our attention the sad case of our current SCANTRON machine. His very detailed history of its age (30 years), its heavy use and the need both the College as an institution and various departments and programs have for it, and the exorbitant maintenance contract cost ($1200), juxtaposed with the cost of a new machine and its maintenance cost--approximately $6000 and $150 to $300 annually, respectively-- persuaded the committee that we must have a new SCANTRON. While the Psychology Department is a heavy user of the machine, other departments are as well. Further, the Personnel Committee uses it re SETS, and the Office of Institutional Research uses it extensively. It is very important for the evaluation of teaching.

    While the committee is clear that we need a new SCANTRON, we also believe the cost of purchasing a new machine should be supported by the entire infrastructure of the college. Tim Peterson suggested that perhaps the costs could be shared amongst several entities. Dick Martin made clear that we need to move rapidly to resolve this issue, as the maintenance contract is to be renewed in December. Mark Braun stated that he will find resources in the Administrative sector; Dennis Henry will elicit pledges from department chairs. In reply to query as to which year's budget will fund this purchase, Braun stated "This year's money." The Chair expressed jubilant approval.

Mark Braun will instruct Bruce Aarsvold not to renew the service contract for the present machine. Braun will also contact Joel Jackson re best new equipment to purchase, and will inform the Administrative Council of all these deliberations. A discussion about where the SCANTRON should reside considered the possibilities of its being portable. Jonathan Smith suggested that there should be more publicity about the SCANTRON's existence and location. It was also suggested that one of the funding sources should be IT, for at least $900-$1000. The question of the long-term location of and operator support for the new machine remains open.

5. Reports of Divisional Representatives
Fine Arts, Scott Moore: The lab in Fine Arts still needs more power.

Natural Sciences, Jonathan Smith: Reports that Bob Douglas has discovered our technology support in Geography deficient, compared to MSU. Geography has very little space in Nobel. This issue may find some clarity after the imminent visit of a Project Kaleidoscope team which will investigate space needs in Nobel relative to IT and curriculum. The report of this efficiency study goes to the local Kaleidoscope group and the Dean's office. The study is also related to the planning of the new social sciences building.

Social Sciences, Tim Peterson: There is only one computer lab in SSC; students in Economics are having difficulty getting on machines during the day. There is a second lab with desks equipped for computers but the computers have been removed. There is room for 20 machines. It emerged in discussion that the room had been closed because of the general move to residence hall labs. Mark Braun stated that this lab had been underused. He also reported that the room is intended to be used for storage during the Old Main renovation. Dan Mollner supported the idea of some lab rooms having random schedules, thus allowing for multi-purpose use.
It is clear IIAC needs to discuss this issue. In the meantime, Chair Henry suggested to Tim that he undertake to get some Department Chairs to work with IT to reinstate some machines in the disused lab room.

Education, Michele Koomen: Education will have its own 20 space Mac lab. The new building for Education and Nursing will have to have technology support; the budget is for up to $36, 000, a cost which was not built in to the building scheme.

Humanities, Deborah Downs-Miers: Difficulties obtaining support from IT; much of this seems to be due to poor internal communication within IT--there is very little continuity in regard to any given request. Many other members corroborated this experience and analysis. We spent a few moments wondering about the training students receive, and what their modeling is.

Library/Information Services, Dan Mollner: No report.

Dean's Office, Mark Braun: Officially, the search for Culpeper Center Director continues: an

offer was made but was declined.

Media Services, Pat Francek: No report

Old Business: None

New Business: The SCANTRON matter brought by Dick Martin, as reported above.

The meeting adjourned at 431. However, most members remained to watch the Admissions video from DePauw University. Mark Braun had wanted the committee to see it as the emphasis is upon pedagogical use of computer technology. The video was very edifying in regard to the possibilities of distributed support.

Deborah Downs-Miers, Secretary