

## Minutes of the Instructional Infrastructure Committee, 18 October 2004

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

Ex officio: Mark Braun, Pat Francek, Dan Mollner

1. Meeting called to order at 3:30 PM.
2. Agenda approved.
3. Minutes will require approval via email, given the continuing saga of unfortunate events: both the Post Office and electronic technology have been unable to deliver the minutes as completed and sent by the Secretary last week. Hardcopy version will be mailed to committee members tomorrow, Tuesday, 19 October.
4. Consideration of meeting dates. Chair Henry presented our meeting dates choices for January and Spring Semester. We will still meet on Mondays at 3:30. We may need some additional meeting times; that has often been the case in the Spring because of dealing with the requests for technology equipment subsequent to the 31 December deadline for submitting requests. Also, for the first time in about 10 years IIAC will be handling more of the detail work regarding these requests. Our meeting dates for January and Spring are: 17 January, 14 February, 14 March, 11 April, 25 April, 9 May, and immediately after the final Faculty Meeting.
5. Consideration of request for laptop by Faculty Secretary: Discussion revealed that IIAC does not know whether there are "leftover" funds from the requisition cycle as we have no report from IT, nor have we asked for one given the reorganization. There is no obvious leftover money. Chair Henry separated the points of the request for our consideration into: A. Does IIAC support the notion that the Faculty Secretary should be provided a laptop in support of the duties of the office, and B. How shall the laptop be paid for. D.Downs-Miers moved and J Smith seconded that IIAC be in support of a laptop computer for the Faculty Secretary. After discussion and agreement that we all understand that the laptop computer is assigned to the **office** of Faculty Secretary, the question was called. The motion passed with no opposition. Scott Moore moved and Tim Peterson seconded that we use 2004-5 funds to purchase a laptop computer for the Faculty Secretary for the term of office. The motion passed with no opposition. These two recommendations will be taken by Mark Braun to the Dean's Office.
6. Discussion of mechanism and calendar for soliciting, reviewing, and recommending requests for technological equipment: Chair Henry suggested dividing the requests into the categories of Classrooms ("Smart rooms"), Faculty and Department Desktops, and Instructional Equipment (labs, studios, etc.) We agreed to this division, which will be communicated to Department Chairs to communicate to Department members. We will append explanations and clarifications to the forms, which need to reach Chairs in November. The Chairs will send ELEVEN copies of responses to Dean's Office whence they will be made available to us. Dennis Henry will draft a request form to be sent to Departments and will circulate it electronically to the committee for review. Relatedly, JSmith noted that an important task for IIAC is to discuss ways of refining the various documents we all use which are sent to various persons and committees. The procedures are not consistent within contexts which would seem similar. We will put this on the agenda for the year.
7. General Reports from Members

Michele/Education: The new building is to have a computer lab. Not clear if it has its own budget line.

Jonathan/Natural Sciences: none

Scott/Fine Arts: None

Deborah/Humanities: Reviewed the confusion about Culpepper Lab and the replacement process for the position vacated by Mike O'Conner. There is a search committee who have identified candidates to interview. Not clear about when the position will be filled. Meanwhile, Joyce Aarsvold remains as the IT person covering Culpepper.

Dan/Library: Wanted it remembered that Mike O'Conner supported more areas in addition to Culpepper Lab, is wondering if the current job description is the same as Mike's, including these other areas, or is different. Mark Braun stated he does not know the job description.

In regard to the Senate ad hoc committee on IT, on which Dan sits: Dan explained that the focus of the new charge agreed upon and sent to the Senate is on Instructional Support personnel, i.e., positions like that held by Mike O'Conner in regard to the Culpepper Lab and his other duties. Dan reported that the ad hoc committee met last Thursday (14 October). Three interviews took place, one each with Pat Francek, Bruce Aarsvold, and Joyce Aarsvold. The interviews make clear there is a significant dearth of staffing and time for Instructional Support. The committee is trying to determine what services are being offered, what are not, and if the absence of that which is needed is caused by structural problems. The committee is investigating this further. Dennis Henry asked if other than faculty have a voice in or to the committee, because if Instructional Support is seen as for only faculty, something will have to be done for others who require technology support. Dan replied that the committee is surveying faculty needs first. Dennis asked if the hiring practices of IT/GTS are still in the purview of the committee. Dan replied that this was the part of the original charge the President and Dean had not agreed to, but that the Senate has been asked to handle the issue.

Mark Braun asked about the timeline for the committee's work. The Dean had asked that the work be completed by Thanksgiving. It is clear that this will not be possible. In response to other questions Dan told us it has not been finalized how the report is to be made, but it seems likely that it will be done so incrementally, presumably to the faculty, but the means/mode is not known.

Tim/Social Sciences: None

8. The Old Business has been handled through the previous points.

9. No New Business

10. We attempted to watch the DVD sent by DePauw's Admissions Department, but were thwarted by obstructionist technology.

Meeting adjourned 5:40 PM

Deborah Downs-Miers, Secretary