Faculty Committee on Educational Technology

Unapproved minutes, meeting of Wednesday April 2, 2003

Maybank Room, Maybank Hall

The meeting was called to order at approximately 9 am.

Present: Brenton LeMesurier, Chair; W. Frank Kinard; Jeff Wragg; and David Cohen, ex officio.

1. The minutes of the February and March meetings were approved without change.

2. The chair reported on the results of the survey of department chairs on IT Literacy expectations of incoming students and possible software for assessing and teaching such skills. The one recurring response not covered by previous proposals was that students know how to assess the reliability of internet resources, and the limitations of internet research. A fuller summary is available.

3. Other agenda items did not lead to any action; in particular is was decided that no additional meeting needed to be scheduled for this semester.

4. Adjournment: The meeting adjourned at approximately 9:45am
Faculty Committee on Educational Technology

Meeting Minutes

March 12, 2003

Maybank Room, Maybank Hall

Meeting called to order at 9 am.

Present: Brenton LeMesurier, chair; Alis Whitt, secretary; Victor Puleo; Jeff Wragg; Bob Nusbaum; W. Frank Kinard; Maria Fidalgo-Eick; David Cohen, ex officio; Tomas Mendez, guest.

1. David Cohen reported on the strategic planning initiative proposal to create a combined student-faculty technology center that will utilize the resources (equipment, location, staff) of currently disparate service areas. Although the actual planning process is likely the work for a future Faculty Educational Technology committee, members of the current committee should be aware of this initiative.

2. Learning communities lottery grant report by David Cohen. The goal of the faculty institute is for 60 to 70 faculty to complete the course by the time the grant is complete. Grant money includes purchasing the software necessary to make WebCT and SCT (the SIS system software) work together more seamlessly. Bob Mignone is chairing an ad hoc WebCT committee.

3. The committee discussed the drafted Procedures for Investigative Contact by Law Enforcement Involving Information Technology. The committee made minor revisions to point number 3. Jeff Wragg moved that the committee accept the document and Victor Puleo seconded the motion, which was approved.

4. The committee briefly reviewed Information Technology Policy #7, Procedures for Developing, Purchasing, and Maintaining Smart/Laptop-ready/Computer Classrooms. Comments by members of the committee should be sent to Brenton and Tomas Mendez.

5. Lancie Affonso is chairing the ad hoc strategic planning committee on student information technology literacy. Brenton will arrange a meeting with Lancie on Monday March 31 in the Faculty Technology Center. At this time Lancie will be asked to do a brief demonstration of the Prentice Hall software currently under consideration by the IT literacy committee. If possible, David Cohen will work with Lancie to release a sample test to members of the Educational Technology committee prior to that meeting.

6. Meeting adjourned at 10 am with no new business.
Faculty Committee on Educational Technology

Meeting Minutes

February 12, 2003

Maybank Room, Maybank Hall

Meeting called to order at 9 am.

Present: Brenton LeMesurier, chair; Alis Whitt, secretary; Victor Puleo; Jeff Wragg; Bob Nusbaum; W. Frank Kinard; David Cohen, ex officio.

1. January meeting minutes will be distributed via email.

2. Privacy and College computers

   In the Faculty Senate meeting on Feb. 11, 2003, faculty were generally in favor of requiring a warrant or subpoena prior to conducting any form of search.

   Members of the FETC discussed privacy documents from other institutions. The University of Kansas policy, CofC’s existing policy statements, and other related documents are available at http://math.cofc.edu/lemesurier/etc/PrivacyPolicy/.

   The committee recognized a need to distinguish between criminal issues (over which we may have little or no authority) and college issues (which are still bound by SC laws and other existing state procedural manuals and policies).

   FETC agreed to draft a policy document that requires a subpoena or warrant prior to a search. The document will also outline an internal procedural process wherein the College’s legal counsel is notified when possible.

   FETC proposes a separate policy relating to searches on the basis of "violating College rules and regulations," which seems murkier and maybe beyond our competence.

   FETC discussed drafting a general statement on rights and expectations of privacy. (Again this could easily go beyond the committee's competence.)

3. The committee agreed to have an additional meeting this month in order to keep moving on the Information Technology competency standards issue. The chair will arrange a meeting time.

4. Meeting adjourned at 10 am.
Faculty Educational Technology Committee Meeting Minutes

December 10, 2002
Robert Scott Small Library conference room.

Meeting called to order at 4pm.

Present: Brenton LeMesurier, chair; Alis Whitt, secretary; Victor Puleo, Jeff Wragg, Maria Fidalgo-Eick, Bob Nusbaum, W. Frank Kinard, Lancie Affonso, David Cohen, ex officio.

Guests: Georgia Schlau, Chris Carr, Clayton McCauley, Toni Becvinovski, James Williams III.

1. Minutes of 11/12/02 approved without changes.

2. Discussed annual policy review schedule. Further clarification of the table “Current Standards for Desktop Computing,” which will be revised on an annual basis, paying particular attention to software version numbers. The table includes recommendations for email clients but does not currently recommend a Mac client. Outlook is favored by PC users. Is Eudora popular with faculty who use Macintoshes? Jeff Wragg moved and Bob Nusbaum seconded service level one for Netscape and Eudora.

3. Further discussion about deployment software and antivirus software in particular. Administrative computing could conceivably use deployment software to do upgrades but would only do it with the faculty member’s prior permission relating to a specific software package.

4. There was a request from the FETC for a description of existing campus wireless networks. The question will be referred to Marcia Moore and Charlie Zeberlein.

5. Information technology literacy standards, especially software packages used for student assessment, are being investigated by Lancie Affonso, James Williams, David Cohen, Sheila Seaman and Alis Whitt.

6. At the request of Hugh Haynsworth, the committee discussed copyright in response to a letter sent to the College by various industry groups (MPAA, RIAA, etc.). The letter related to potential student use of the campus to transfer music and other digital files. The committee concluded that this was an issue of legal compliance which is outside the domain of FETC. Additionally, copyright is part of the student Honor Code and doesn't need further clarification for the campus community.

7. The next meeting will be scheduled after members establish their spring hours.

With no further business, the meeting adjourned at 5 pm.

Respectfully submitted,
Alis Whitt
Faculty Educational Technology Committee Meeting Minutes

November 12, 2002
Robert Scott Small Library conference room.

Meeting called to order at 4:00 pm.

Present: Brenton LeMesurier, chair; Maria Fidelgo-Eick; Victor Puleo; Ben Phelps.

Guests: Marcia Moore?, Carlos Diaz.

1. Minutes of 10/8/2002 approved without changes.

2. Continued discussion of the plans for Information Technology Literacy for incoming students. A goal was set of developing a proposed description of IT expectations of incoming students, akin to the one produced by the deans, with the intention of sending it to departments early in the Spring as part of a survey. It was suggested that the online IT Literacy assessment tools and policies at the University of Miami, Oxford be considered as another source of ideas.

3. Review of some or all of six draft IT policies that have now been reviewed by ITSC. The Information Technology Steering Committee (ITSC) has completed its review of all six IT policy proposals.

Due to low attendance, discussion of these was mainly on the proposals that raised few concerns with the committee, at least after previous concerns had been addressed by ITSC recommendations. Two suggestions were that copies of all IT policy proposals be sent to the SGA and OMT, and that the almost identical tables relating to recommended hardware and software and service levels in two separate policy proposals be combined into a single table in the policy on Service Levels. Wireless policy was discussed, including the ban on certain types of cordless phones, but no amendments were recommended. Concern was raised about the very limited selection of email clients proposed for the highest level of support.

With respect to software deployment software (Altiris), it was clarified that users will be asked for confirmation before any software that has been downloaded [overnight] is actually installed.

4. New business

There was no new business; we did not even finish the old business.

5. Next Meeting It was agreed to meet either on the previously agreed date of December 10 but starting at 4pm instead of 4:15; or possibly on December 3 instead with the consent of members. [Note: it was subsequently decided to meet on December 10 at 4pm.]

With no further business, the meeting adjourned at about 5:15 pm.

Respectfully submitted,

Brenton LeMesurier
Faculty Educational Technology Committee Meeting Minutes

October 8, 2002
Robert Scott Small Library conference room.

Meeting called to order at 4:15 pm.

Present: Brenton LeMesurier, chair; Alisa Whitt, secretary; Maria Fidelgo-Eick; Bob Nusbaum; Victor Puleo; Jeff Wragg; Frank Kinard; David Cohen.

Guests: Lancie Affonso, Marcia Moore, Carlos Diaz, Charlie Zeberlein.

1. Minutes of 9/10/02 approved with correction of 2 n's in Frank's surname.

2. Discussion of this committee's meeting with President Higdon et al on October 2. By Fall 2003 the president wants CofC to begin testing & remediation.

Responsibilities of this committee:

1. what are we testing for?

2. how are we testing?

Our questions:

What are state requirements for high schools RE computer literacy?

Our questions for CofC faculty:

What do faculty in varying departments need in terms of incoming (freshman) competencies?

L. Affonso is currently working with sophomores, juniors & seniors on competency testing in his intro level classes, including a tutorial for areas where students need remedial help.

Committee will draft a survey for dept chairs RE entry standards. Include SC high school standards & our standards. Preferentially the survey will first go to the technology committee of each school, where such committees exist.

Also:

- Begin by sharing lists w/each other & revise dean's list.
- Get sample of students & survey them &/or sample variety of tests w/groups of students.

3. The Information Technology Steering Committee (ITSC) has reviewed and approved the following policy proposals, but they aren't yet available to our committee:

- Policy 1: student input via public comment & input from student serving on Faculty Technology Committee. OMT is on ITSC.

- Policy 2: antivirus- In order for CofC community member to "opt out" of using the antivirus
software, they must prove that their software is incompatible w/ our antivirus package, or by being a mac user.

- Policy 3: deployment- people can refuse to use the software. Also will be notified prior to pushing software. Screen sharing requires verbal telephone ok.

4. New business

A. Whitt suggested developing policy regarding technical support & faculty pc's.

With no further business, the meeting adjourned at 5:17 pm.

Respectfully submitted,

Alisa Whitt
Faculty Educational Technology Committee Meeting Minutes  
August 19, 2002  
Robert Scott Small Library conference room  

Attending: Brenton LeMesurier, chair; Alisa Whitt, secretary; Maria Fidelgo-Eick; Arpan Kotecha; Clay McCauley; Bob Nusbaum; Victor Puleo; Jeff Wragg; Lancie Affonso; David Cohen.

1. Minutes of 05/06/02 approved.

2. Jeff Wragg gave a presentation at the campus-wide informational meeting on wireless technology on July 31, 2002. David Cohen reports that the library is also planning a student support dimension for wireless technology. There was general discussion about the need for faculty to know what software is useful in a classroom environment.

Regarding a policy to address technological literacy for students, new committee members need to receive a copy of the recommendations given to President Higdon by last years’ committee.

A meeting between President Higdon and the committee will be scheduled in the near future.

David Cohen and Marcia Moore are working on a faculty information technology manual. Currently they are working on policy and procedures for developing future policies. Among other issues, the manual will include policy relating to institutionally supported software, including antivirus software and email programs.

Brenton LeMesurier is on the ITSC and Arpan Kotecha is the SGA delegate to the Faculty Educational Technology Committee.

3. The committee will meet regularly at 4:15 on the second Tuesday of every month in the Robert Scott Small Library conference room.

With no further business, the meeting adjourned at 1:00 pm.

Respectfully submitted,

Alisa Whitt