

## **Technology Committee Minutes**

Oct 17, 2007

9:00am

**Members Present:** Elizabeth Downs, LTHD; Sharon Brooks, LTHD; Elizabeth Edwards, CFR; Kent Rittschof --Chair, CFR; Creighton Alexander, T&L; **Ex-Officio Members** Donna Colson, Michelle Rivera

The committee revised and accepted the minutes from October 2, 2007

The motion tabled from last meeting was reviewed, discussed, revised, seconded and voted on to determine whether there was consensus on the recommendation to the admin team. The motion was:

“Department chairs will be allowed to identify and determine computer requests for new faculty, 5-year rotation needs for their existing faculty, and other technology needs using year-end funding resources.”

The motion was unanimously favored by the committee. It will be presented to the Admin Team as one of several suggestions for beginning to refine and communicate procedures involving the technology committee.

The next Technology Committee meeting was set for November 7, 2007, primarily for the purpose of reviewing the Admin Team perspective and drafting a set of procedures for technology requests. In addition, the committee would begin re-examining the existing long-term technology plan to consider updates.

The committee reviewed and prioritized the categories of requests submitted for end-of-year funding. The committees work was reflected in the introductory statement to be attached to the excel sheets submitted to the admin team. The statement reads:

“The technology committee has reviewed the end of year funds requests and grouped them by prioritized category beginning with the highest priority group. The requests on the attached pages were considered to be reasonable technology needs within the mission of the COE. Costs were considered appropriate to the current market.

The requests submitted that are listed on separate pages were not considered to be within the scope of the technology committee’s role regarding the review of end-of-year funds requests. They are provided for the administrative team’s reference.”

In addition, all the chairs will be reminded to submit requests for new faculty computers for searches currently in progress. Wendy Chambers and Kathleen Tootle will be contacted to suggest to them further rationale for their requests prior to submission to admin team for approval.

Kent Rittschof planned to attend the Admin team meeting on Thursday, October 18 at 9am to begin the process of creating a clear dialog between the Admin Team and the Technology Committee. Toward that end he will begin by seeking input on our suggestion to them and their views on the development of procedures. In addition he will suggest that faculty and chairs indicate the codes requested by the Provost (i.e. Strategic Goals Key and AA Goals Key), as they would be most familiar with the purpose behind their requests. The context for the improved communication would be set using the stated responsibilities of the Technology Committee that will be handed out at the admin team meeting.

The meeting was adjourned at 10:35am.