

**COMMITTEE ON ACADEMIC TECHNOLOGY
MEETING OF 10-03-2008
12:00-12:50**

PRESENT

| | |
|-----------------|---|
| Mark Fenner | School of Business & Management |
| Mich Kabay | School of Graduate Studies |
| Joe Morvan | Information Technology |
| Gail Poitras | Academic Computing |
| Rob Poodiack | Chair, School of Mathematics and Sciences |
| Mike Prairie | David Crawford School of Engineering |
| Kathy Rubalcaba | Academic Computing |
| Aimee Vieira | School of Social Sciences |

ABSENT:

| | |
|----------------|------------------------|
| Narain Batra | School of Humanities |
| Jason Keinsley | Kreitzberg Library |
| Matt Lutz | School of Architecture |

I. Minutes of the previous meeting

A. No comments -- discussion tabled

II. Old Business

A. Room on the servers

1. Still full
2. Discuss next time

B. Smart classrooms

1. Nurses looking for new classrooms and labs in basement of Engineering

a) Did not include costs in budget this year

- (1) Costs of smart boards would come out of existing smart-classroom budget
- (2) But don't students have to pay lab fees for Nursing too?

(3) Some other departments / schools (e.g., Engineering) pay for their own equipment when they want to keep control

(4) Others (e.g., labs in Dewey -- School of Business & Mgmt) are viewed as public and served by general funds

(5) Precedent is that we have paid for similar labs

b) If the Registrar says that the "Nursing" labs are going to be shared with other Schools / Departments, then general funds should be used

(1) Smartboard is \$1,500 and projector is \$3,000

(2) After extensive discussion, the CAT decided that the currently-unassigned smartboard in stock should be considered for use for Nursing; decision will depend on specifics of application details from Nursing and from other units requesting a smartboard

(3) Rob will ask Dean Frey if the School of Maths & Sciences will be paying for the installation

(4) Aimee suggests that we should consider all such requests to be part of the general mix, not a special project

c) Make plans with timing and costs in mind

- (1) Tell Nursing to include new labs into comprehensive list and present their own priorities for consideration by CAT
- (2) Need to look at comprehensive analysis of everyone's demands
- (3) Keep in mind that several (~12) of our projectors are getting old and may die; need to look at possible repair costs vs replacement costs
- (4) Will explore bulk-purchase discounts and get competitive quotes from several vendors
- (5) Need to explore leasing options as well
 - (a) consistency -- be careful about having to shift mounting brackets*
 - (b) support might be included / cost-effective*
 - (c) need discussion with CFO about accounting issues*

d) Current budget figures

- (1) Joe explains that the new assistant will cost \$25K according to HR (leaves \$55K in smart-classroom budget)
- (2) Write memo to VPAA proposing that CAT will support 2/3 of cost of new assistant

(3) Mark supports putting priority on general classrooms given budgetary constraints; keep urgency in mind when setting priorities

(4) Might allow for different application of budget even if only in short term

2. Operational problem: similar problems frequently recur

a) Often find that buildings / classes are being planned and built without reference to the support staff

b) CAT should issue a formal recommendation that all plans for new smart classrooms must include budgetary planning so that smart-classroom budget is not suddenly attacked

c) Similarly, new dorms were originally planned without engaging technical staff: proposed to omit cabling because wireless would be available (!!).

d) CAT will send note to the Deans reminding everyone to consult with CAT and with the IT department before making plans for capital expenditures; be sure to include reasons and examples for the suggestion

**NEXT MEETING: TUESDAY 17
OCTOBER 2008 IN WISE
CENTER ROOM 222 AT 12:00
FOR 1 HOUR**