Learning with Technology Committee Meeting Minutes
October 25, 2006

In attendance: Provost Tom Jones, Cathy Beise, Sam Galeta, Deborah Harrington, Marcy Losonczy-Marshall, Regina Royer, Melissa Thomas, Jerry Waldron

I. The committee had requested for the Provost to join our committee meeting to clarify a few things.
   a. Provost Jones stated that he agreed with the committee that there is an administrative need to pull together online learning. This committee could serve as an advisory committee to the administration. He is working on a proposal for such an administrative position. The committee presented the Provost with a description of a position (Director of Online Learning), which the committee had drafted last year. (Melissa will send him the document as an attachment to e-mail so he will also have it electronically.) The Provost stated this is a helpful document. Discussion proceeded about what are faculty and student needs in terms of online courses, and what needs to be done to deliver online courses effectively.
   b. Prior to this meeting, Melissa Thomas had met with Provost Jones and given him the document the Ad Hoc committee had drafted, which describes what is currently available for online learning, and what issues need to be addressed in terms of online learning. Provost Jones stated that the document the Ad Hoc Committee drafted is very helpful in this regard.
   c. Provost Jones stated that he would contact the committee chair person, Cathy Beise, about the progress of the proposal.
   d. Jerry Waldron provided information on IT budget processes and how decisions are made regarding acquisitions for software licenses for campus-wide use. Jerry provided the following information, more specifically:
      i. IT is budgeted $240,500 to support 122 SMART classrooms and 8 computer labs per year. This allows for replacement of equipment in 25 SMART classrooms per year. It will take about 5 years to replace all of the equipment in all of the rooms. This assumes no additional rooms. IT also replaces equipment in 2 labs per year. There has been very rapid growth in the number of SMART classrooms over the past 5 years. “A bubble of rooms needing to be re-equipped is coming rapidly. This budget was increased by $15,000 this year. That did help some.”
      ii. “On software licenses, IT covers all ‘university level products’ and th schools and departments cover software that is used only in a particular department or school. For example, IT covers the licenses for Peoplesoft, Novell, Groupwise, Microsoft, SPSS, WebCT and McAfee. Education, accounting, art, geography, psychology, nursing and math all buy products which are only used in their area. In some cases the Deans assist with department based purchases. There is no scientific process for determining...
which products are deemed ‘university level’ and which are supported by the schools/departments.” Jerry looks at these on a case by case basis and generally discusses the need with the Dean or Chair involved.

II. Minutes from the previous meeting were approved.

III. Update on citation software:

   a. Deborah Harrington reported that the best price is a consortial one (if a number of USM libraries subscribe to the same citation source. College Park is purchasing RefWorks. If others also purchase it, we can get a cheaper consortial price. Also, if we purchase the same one that College Park purchases, it will have the most support from the system.
   b. Deborah Harrington reported that more databases support RefWks.
   c. Upon hearing this information, the committee voted to recommend RefWks as a citation source. Deborah Harrington will draft the committee’s recommendation and pass it on to the chair person, who will then pass it on to the committee members.

IV. Sam Galeta will follow-up with Mike regarding the update on By-law changes recommended by Melissa Thomas via e-mail.

Respectfully Submitted,
Marcy Losonczy-Marshall