Meeting was called to order at 1:00pm

In attendance:
- D. Cossey, M. Parlett-Sweeney, T. McFadden, F. Davis, S. Sargent, K. Fox, A. Cass (proxy for V. Barr), L. Miller (proxy for J. Feck), S. Parrotta

1) Minutes from the 10-10-07 meeting were reviewed. The question of whether or not there was demographic data in the electronic classroom survey was brought up with the response that there is no demographic data available from the survey.

2) Status update on the open position (Academic Technology Specialist) was provided by D. Cossey. Discussion of the ad used and the websites where the ad is posted followed. Suggestions were received for faculty to participate in the interview process.

3) Surveys were discussed.
   a. It was determined that Kristin would work with Mary to extract and analyze data from the electronic classroom survey.
   b. Video conferencing survey versus User support survey
      i. Felmon asked what are issues to be assessed by a survey on video conferencing were? Dave and Mary felt that reliability, flexibility, perceived need vs. actual need, type (individual, small group, classroom) where some of the issues at stake. A concern was how to quantify the anecdotal information that there are problems with video conferencing on campus.
      ii. Felmon felt that the user support issues are much larger and harder to define and more important to the community; that perhaps the video conferencing issue impacted a smaller subset of the faculty.
      iii. Kristin suggested setting a goal of doing both surveys this academic year; the video conferencing by start of winter term; the user support by spring term. Everyone seemed to be in agreement with this suggestion.
      iv. Steve said that he would be willing to assist Mary with the video conferencing survey by providing some insight to issues to help form questions for survey

4) Felmon said that he would be sending out a message to the committee asking for assistance (speakers, resources, etc.) for the program on CALEA and other privacy issues. Tom said that he would be willing to work with Felmon on the program.
   a. Dave provided an explanation of CALEA in response to a question for clarification.

5) Reviewed the Windows Vista/Office 2007 rollout plan. There was general discussion about the plan, issues with Office 2007, supported web development applications since FrontPage is no longer
included in Office. Kristin informed the committee that http://turnitin.com does not accept .docx files and Tom said that he was aware of that and saves files in the earlier version of Word. The rollout plan seemed to be well-received.

6) Discussion began on the Replacement Policy.
   a. Steve expressed concern about how faculty get discipline-specific software replaced (software that is not expressly provided by ITS) when they receive a computer upgrade or when new versions of software come available.
   b. Dave provided information about how ITS handles site licensing issues – working towards campus licenses when a critical mass of users become available or when costs dictate (eg Microsoft Campus Agreement).
   c. Information about the new SigmaPlot/SigmaStat license that has just been negotiated was provided as well as the fact that ITS has made available a pool of funds to be used for purchase of Adobe products (Acrobat, Creative Suite, Dreamweaver, etc.) as needed by faculty.

Discussion on the replacement policy will continue at the next meeting Wednesday November 7th.

The meeting ended at 1:55pm.