Academic Computing Steering Committee Minutes
April 23, 2007

In attendance – Scott Parrotta, Kristin Fox, Chris Fernandes, David Cossey, Felmon Davis, Diane Keller, Zoe Oxley, Doug Klein, and Jim Feck.

1. The minutes from the April 9, 2007, meeting were unanimously approved.
2. ITS System Administrator/Web position was filled by Shawn Shopmyer. A new search will be started to fill the vacant Computer Information Analyst position.
3. CALEA – Felmon Davis is arranging to have outside speakers address this issue with faculty.
4. Disaster Recovery and Business Continuity – A questionnaire was distributed to Kristin Fox, Chris Fernandes (present for Valerie Barr), Felmon Davis, Zoe Oxley, and Doug Klein. Recommendations:
   a. Select a random group of faculty to complete the questionnaire if unbiased results are desired.
   b. Add a column to the matrix titled ‘Not Applicable’ for items that don’t pertain to those filling out the questionnaire.
   c. Define the end points of the scale, i.e. what does 1 mean; what does 10 mean.
5. Faculty survey – An initial draft of an electronic classroom survey and an ITS Services and Facilities surveys were distributed. D. Keller will set up a meeting to discuss the surveys in detail. The initial focus will be on the electronic classroom survey.
6. Progress report to the AAC – ITS’ revised version of the initial draft was distributed. A discussion ensued on the section relating to the planned renovations to the basement of Social Sciences and the configuration of electronic classrooms in general. A new revision will be written and circulated to the committee before it is submitted to the AAC.
7. Discussion of issues from the petition
   a. Electronic classrooms – this will be fully addressed once the faculty survey results are tabulated.
   b. Teleconferencing – members felt they needed more direct information from the faculty members who had experienced the problems. There was general agreement that a dedicated room would increase reliability.

The meeting was adjourned at 2:55 p.m. The next meeting will be May 7 at 2 p.m.