Minutes of Meetings:
May 17, 2001. OCS conference room; 3:30 pm

Present: Boyer, Cossey, Keller, Klein, McFadden, Sener, Smith, Wolf

Review of lst meeting's minutes

1. Olin computer upgrades. Dave Cossey announced that all of the PCs in the Olin Building classrooms will be upgraded this summer (working around CTY) with all-in-one flat-screen computers from IBM. Members of the Committee were invited to Mary Parlett's office to see one of the new machines: 1GH processor; 20GB hard drive; 256MB memory; DVD drive; floppy; 1024-768 pixel TFT flat screen monitor; all-in-one design.

2. Copyright and intellectual property rights. Doug Klein has updated his online bibliography on these issues. The College lawyer has requested that the College Copyright Policy also include an Intellectual Property Rights section. We have a draft of the copyright part, and need the IPR section.

3. Acceptable Use Policy. The Acceptable Use policy is finished, and has been signed off by both the College lawyer and this Committee. It will be published online and in the Student Handbook.

4. Advising/Becker progress. OCS is creating the web advising system. Hardware has been installed and is being tested. Pilot Departments will be using the system in the Fall. Funding is in place to renovate Becker Hall for the Career Development Center.
5. **Notebook insurance.** Dave Grzybowski is now looking into notebook computer coverage under the College policy. The issue is how College-owned notebooks (now numbering nearly 100) are covered when not physically on campus: are they covered by the College policy, what is the deductible, and who should be responsible for paying the deductible? Dave Cossey noted that three notebook computers were recently stolen from 17 South Lane.

6. **Electronic classrooms.** Doug initiated a discussion of how to make better use of several electronic classrooms.

  - Olin 332: This room is used by the Geology Department as a classroom and a lab. We encourage them to schedule more classes here.
  
  - Olin 307: This is a PC collaborative classroom, used about half the time by Geology, and half by other departments. Geology would like some lockable storage space in this room to facilitate their teaching and labs. They will work with Dwight on this.
  
  - Olin 107: This is a Mac collaborative classroom. It is underutilized, but with the addition of a PC in the lectern could be used as a presentation classroom by PC-using faculty. The Registrar's Office has indicated that there is demand for more presentation rooms. OCS will look into the feasibility of this.
  
  - Olin 110: The conversion to remote collaboration studios has been slowed by a design flaw in the movable panels. This should be resolved by the end of May. Doug suggested that if it is not already so equipped, 110 be set up for video conferencing to supplement the other first-floor rooms.
  
  - NWSE 210: This is the Walsh electronic classroom which opened last Fall. Doug will meet with Division IV to determine how best to promote
use of this space.

- **CS Lab:** Dwight Wolf mentioned that this lab might be moving from the basement of S&E. This Committee would like to be able to discuss these plans if they affect any electronic classrooms.

- **Bailey Hall:** Dave and Dwight said that there are plans to create a new electronic presentation classroom in Bailey Hall, probably on the second floor, probably in December, 2001.

**7. OC3 line.** Dave Cossey announced that the College hopes to be connected to the Internet over the new OC3 line by early Fall. The vendor has delayed this connection, awaiting equipment to serve the Schenectady area.

**8. Tom McFadden.** The Steering Committee congratulates Tom McFadden on his interview and photo published in the May 18, 2001 Chronicle of Higher Education. The interview is on online reference services, specifically Questia.

**9. Blackboard talk.** Wednesday, May 23, 2001, the Office of Curricular Design will sponsor a lunch talk introducing Blackboard software to the faculty. The talk will be at 12:25 in Humanities 019. Speakers are Doug Klein and Steve Leavitt.

Next meeting: Thursday, May 24, 2001, 3:30 pm, OCS conference room.