Minutes of Meetings:
September 26, 2000
Olin 102, 3:30 pm

Present: Batson, Boyer, Cossey, Keller, Klein, McFadden, Sener, Smith, Traver

Review of last meeting's minutes

The meeting was called to order at 3:30.

Automatic E-mail lists. Doug Klein demonstrated a class e-mail list generating application developed by Davide Cervone of the Mathematics Department. Given a course name and number, the application creates a list of all student e-mail addresses. The tool is located at: http://www.math.union.edu/courses/mailing-list/create.html

Classrooms - We again reviewed the shortage of electronic classrooms for the Winter term, particularly during the 9:40 and 10:55 MWF time slots. Of three alternative spaces, the Language Lab, the Library Bibliographic Instruction Room, and Science and Engineering room N-210, only the latter appears feasible for use as a classroom, as both of the former are designed to be reserved for use by ANY class, and booking a class into them would prevent their intended use.

Since there no money to create additional electronic classrooms in time for Winter term, the solution will be either (1) denying some faculty their desire for an electronic room, or (2) some faculty will have to agree to meet their classes at times when more rooms are available.
Dave Cossey reported that approximately one-third of the College's rooms are currently electronic (approximately 16 out of 45). We agreed that more rooms should be equipped as quickly as possible. John Boyer pointed out that the problem was not simply a shortage of electronic rooms, but of classrooms in general, as rooms had been taken away in Social Sciences, Humanities, Psychology, and Science and Engineering. Even with the opening of the Olin Building, we seem to be little or no better off in terms of available rooms than before that building opened.

**OCS activities** - Dave Cossey reported on recent OCS activities:

We are nearly ready to sign contracts for expanded internet access; OCS hopes to replace both Idol and the mail server before the end of Winter break.

**EnableOA** - Cherrice Traver gave a brief introduction to a web-enabled outcomes analysis package called EnableOA ([http://www.enableoa.com](http://www.enableoa.com)). This package is being piloted in Division IV as a way of satisfying the outcomes orientation of new [ABET accreditation](http://www.enableoa.com).

Discussion centered on:
- the cost of the program (Cherrice indicated that the price was probably negotiable);
- the validity of the data collected, since the degree to which outcomes were achieved was student self-reported;
- the extent to which such an outcomes assessment would be useful across the campus.

Cherrice will keep us posted on how the pilot project involving the freshman engineering seminar works.

**Budget** - Doug Klein reminded the Division representatives that it is essential that all budget requests, even those from Departments and offices which do not now have capital budgets, include anticipated technology needs. This does not guarantee that all such needs will be met, but we need to develop
a central clearing-house to consider these requests. Do not simply assume that OCS will provide needed equipment without asking for it.

**Working Groups** - Smaller working groups will be considering the following issues, which will be reported to the general Steering Committee as warranted:

**Campus computing guidelines** - Chuck Assini, the College's legal council, has informed us that aspects of our campus computing guidelines, web policy, and Resnet policies need to be overhauled. In addition, the College needs to have a Copyright policy that reflects the digital age. Tom Smith, Tom McFadden, and Dave Cossey are working with Chuck on these documents, which will be presented to this committee for review before they are finalized. [Click here](#) for links to current Union policies.

**Technical Literacy** - The College remains committed to establishing some technical literacy standards for students. [Click here](#) for a draft proposal released by the Technical Literacy Working Group last spring. The group will continue to meet this year to finalize a plan.

**Copyright Policy** - Tom McFadden and Dave Cossey. [Click here](#) for resources on copyright and intellectual property rights policies.

**Intellectual Property Rights** - Tom McFadden, Dave Cossey, Doug Klein, Chuck Assini, Sue Lehrman.

**Archiving** - Tom McFadden, Dave Cossey, Tom Smith, Doug Klein will investigate how best to preserve for the College archives, electronic media such as the campus website. The questions include: how to take a snapshot of an essentially fluid medium like a website, and how to preserve it in a way that will be viewable in 50, 100, 200 years. The second of the two questions may pose the greatest challenge.

The meeting adjourned at 4:15 pm.

Next meeting: Tuesday, October 3, 2000, 3:30 pm, Olin