Meeting was called to order at 12:07 pm

In attendance:
- E. Borkowski, M. Parlett-Sweeney, F. Davis, R. Koopmann, A. Ramasubramanian, K. George, T. McFadden, A. Major ’12

Absent:
- A. Morris, T. Shaikh ’11,

1. Review and approval of Minutes from 11/05/2010

2. Student Printing – Finalize next steps
   - The committee discussed how to get on the agenda of the Chairs and Directors Group meeting. Ellen said that she knew that the next 3 meetings of the Group were already scheduled. It was suggested that we write up a one-page version of the Analysis document for distribution to the Chairs and Directors Group and solicit comments from them. Felmon volunteered to do this by the next meeting of the LCACT. Copies of the full document would of course also be made available.
   - Ellen will be meeting with the Chairs and Directors Group in February; it was suggested that she might also spend a few minutes to discuss the Student Printing Analysis synopsis.
   - Mary reported that ITS is just beginning to collect page count data on printers in public spaces; this was delayed from last term.
   - Ajay reiterated that it would be good if U-Sustain were to be involved in this. The Analysis made a pitch for linking printer policy to the interest in sustainability and husbanding of resources; getting U-Sustain involved would be helpful. It was also suggested that the topic of printing could be addressed with the Student Forum.
   - Ashok suggested making a presentation of the printing proposal at a faculty meeting.

3. Central Calendar Discussion
   - Ken has revised Jill Hungsberg's original promotional article (see Handout) about the online calendar and is soliciting comments from the Committee. This could be sent to the campus community to heighten awareness and interest.
   - Since administrative assistants are likely do the lion's share of the work entering events into the calendar because they are usually tasked with making arrangements
for events, it seems important to reach out to them. One venue may be the VP’s regular meetings with the administrative assistants; a couple of us (perhaps Ellen, Felmon and Ken) may want to make an appearance if the VP allows it.

- It also makes sense to go to Division meetings when they occur or in any case contact Division heads.

4. Potential Topics for Committee to Address
   - Wireless printing for students;
   - Final disposition of the Stats Lab in the Library;
   - Computer standards for students
   - Getting more students to LCACT meetings; possibly organizing a separate student advisory group;
   - Linux support;
   - Continue finding ways to solicit feedback from the community including:
     - Dropbox for comments to the CIO which is already in operation but needs higher profile
     - Establishing a newsgroup for discussion of services relating to ITS
   - Identifying and improving the instructional resources available to faculty

5. User Support Survey Results
   - Felmon asked what will happen with the results of the survey once the analysis of data is complete. Ellen explained that we would probably put together an executive summary that could be promoted on campus (posted on the web, for example). We expect to see that there are areas in which we are doing well and areas which will need improvement.

   - The committee talked about having the Division representatives request time at one of their next Division meetings to discuss the results of the User Support Survey.

6. Other Items
   - Ellen said that she has received email from Mark Walker, Chair of the FEC, about making the Liaison Committee stronger. She plans on getting on the calendar for both the FEC and the Student Forum.
   - Becky Koopmann will not be at the 1/19/2011 meeting.
   - Shane Cotter, replacing Ashok Ramasubramanian for Winter and Spring term meetings, will begin attending 1/19/2011.

The meeting was adjourned at 1:03 pm

Reminder:  LCACT website:  http://minerva.union.edu/accsc
**Handout**

Text of possible article about the central calendar:

The Central Campus Calendar is a one-stop resource for our campus community and a way to highlight to our external audiences all the exciting activities we have going on at Union.

Some features to point out:

* Users now have the ability to view and search events by different categories much more easily ("Academics", "Arts and Entertainment", "Dates and Deadlines" etc.) Eventually we will also be able to search events by audience type, such as "alumni" or "public".

* Users can see events and deadlines by day, week, or month and can view the list in a variety of onscreen formats.

* Users can download events from the Union calendar right to their personal calendars, or "subscribe" to events within a particular category of interest.

* Athletics events now feed automatically from the Athletics calendar into this central calendar, which was never the case before.

* The new calendar allows Union to spotlight key events as "featured" events - i.e., those that involve the whole campus or are important to Union's strategic messaging. It also allows us to include photos to publicize events where appropriate (e.g. Marlee Matlin's appearance).

* Using the "submit event" form, events can be easily put in the calendar by anyone on campus. But it's only as good as the info that goes in. Our office does give submissions a quick credibility check, but event organizers are responsible for submitting their event to the calendar, along with their contact info. (This is how all our peers do it as well.)