

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	March 28, 2013
Time	9 am to 10:30 am
Location	109B Halle
Attending	Colin Blakely, Rita Bullard, Jim Carroll, Caroline Gould, La Verne Higgins (for Fraya Wagner-Marsh) Sandra Hines, Don Keller, Marianne Laporte, Sandy Norton, Eric Owen, Carl Powell, Shawn Quilter, Barbara Scheffer, Maria Sipos, Mary Vielhaber
Absent	John Donegan, Patrick Koehn, Fraya Wagner-Marsh

Meeting convened by Jim Carroll at 9:10 am.

I. Agenda approved, as amended

- Moved by Don Keller, seconded Barb Scheffer, approved unanimously

II. Review and approval of February 21, 2013 meeting minutes

- Moved Barb Scheffer, seconded by Don Keller, approved unanimously

III. Facilities Projects

a. Ongoing Campus Projects

- Card Swipe in Auditoriums in Pray-Harrold & Mark Jefferson
 - Four each in Pray-Harrold and Mark Jefferson
 - 2 of 3 in Pray-Harrold work, one not completely installed
 - Software, Blackboard Connect System, only runs on PCs, but not on Macs (difficult for faculty)
 - Who supports system, is there training, should be in 109B Halle for training, what do faculty with Macs do
 - LBC - QR codes on student IDs? Will need readers to record QR codes
 - Have both on one system
 - Can you limit what a user sees in Blackboard Transac system? Very limited settings
 - Card scanners, QR Codes, or offline
 - Clickers-download a clicker app for phones. Have student answer attendance question
 - Should committee investigate attendance systems?
 - Carl Powell and Jim Carroll will start working on this, Jim Carroll will speak with Rhonda Longworth

b. Capital Funding

- State isn't going forward with capital funding this year.

c. IT Projects

- Distributed handouts, "New VoIP Phones/VoIP Upgrades" and "Wireless Upgrades/Enhanced Wireless"
- Wireless is in year 1 of 3
 - Wireless Installation
 - 19 Up and Running: Alexander, Boone, Ford, Halle, Mark-Jefferson, Marshall, McKenny, Owen, Pierce, Porter, Pray-Harrold, Quirk, Roosevelt, Rynearson, Sherzer, Sill, Snow, Strong, Student Center
 - Summer 2013: Best, Fletcher, Quad Dorms, Towers
 - No new wires for Strong, only antennas, in anticipation of its future renovation
 - Fiscal years 14 and 15 will have wireless installations
 - Not all buildings will have wireless; \$4.3M project funded at \$3.7M
 - Briggs, Sculpture Studio & Welch in FY15
 - Faculty should use wireless secure network
 - Email to faculty? Yes, maybe resend email in Fall, and put an article in IT newsletter
- VoIP is in year 2 of 3
 - VoIP installation
 - Up and Running: Halle, Hoyt (DPS), Mark-Jefferson, Pierce, Porter, Pray-Harrold, Sill, Strong, Student Center

- By April 2013: Alexander, Boone, Convo Center, Ford, Marshall, Welch
- By July 2013: McKenny, Owen, Physical Plant, Quirk, Roosevelt, Snow
- Some phones on campus, such as elevator emergency phones, will remain AT&T
- Rackham – during current renovations IT evaluating rooms for future VoIP installation

IV. Computer Refresh Policy

a. Possible criteria (review/revision of documents)

- Reviewed “Criteria for Determining Lab Refresh Policy”:
 - Survey sheet confusing for lab use – beneficial to ask for hours usage for classroom, for open lab
 - What’s the answer to “Who uses the lab” Should we list options as opposed to examples or open answer?
 - Who pays for support – give options

b. Plan for survey instrument/lab data collection

- Is this a Survey Monkey survey? Use radio buttons with comment section?
- Send to?
 - Associate Deans and have College Techs complete
 - Send to Department Heads/School Directors
- When to send out? One more meeting this year with this membership
 - How (Excel, Survey Monkey), when to distribute (summer)
 - If Survey Monkey, committee can review in April
- Don Keller will work with Eric to prepare survey

c. Computer lab refresh initial proposal FY13/14

- PC cost last year \$865, this year \$927
- Mac desktops will be a mini with Dell monitor to get cost closer to \$1000 (\$1,268 last year)
- MacBook is \$1600
- Costs changed list, but not able to add more labs
- EPEO won’t be refreshed this year
- PT lecturers get ‘trickle down’ computers
- Carts intent was for moveable computer lab
- Faculty members shouldn’t get desktops if they teach in multiple buildings
- COB has laptops for emergency sign-out
- An option: distribute funds to colleges, library, EPEO, for each area to decide what to refresh
- Allocation may have merit, but not as list is presently configured; some labs shouldn’t be on list, remove them then recalculate list
- Allocation not enough
- Need \$270K for four-year replacement, not the current \$150k for seven-year replacement. An increase to \$225K could fund a four-year replacement.
- Plan to vote on revised Computer Lab Refresh list in April meeting.

V. Classroom Technology

- Distributed handout, “Classroom Technology”
- Bid Process: March 18 bid publicized, March 22 mandatory pre-bid conference, April 25 anticipated award date, August 16 installation complete
 - Divided classroom types will bid on specific requirements
 - Select preferred vendor in mid-April, once selected will tour classrooms
 - Anticipate detailed drawings
 - Construction, ordering installation through summer months
 - Will coordinate with colleges for installation
- Marshall, Owen, Roosevelt & Sill are scheduled
- Mid-August all rooms will be completed
- Mid-July work with college techs for support, training, testing to be ready to fully support by August 15
- What in classroom is set, where isn’t set yet
- Haven’t decided on controller, Extron, Aurora, bidding both
 - Extron in Pray Harrold, Mark Jefferson, not fully used. Speak with Steve Dotson regarding issues. What

functions not activated, what issues experienced.

- Some of the issues may go back to installation issues.
- Is programming of controllers a function of vendors, any changes university responsibility. Need training on reprogramming.
- Physical Plant aware of COB unique installation issues
- Owen will be most expensive because of unique issues. Marshall simple, Sill will be covered, but Roosevelt may not be upgraded this year
- Wiring more expensive part of installation
- How will the scheduling of installation affect the classroom schedule?
- Concept for future rollout? COE updating technology as needed. Will have better idea in fall so EEFC will layout future schedule in Fall based on summer installation
- Sill has some newer equipment, should be kept for others use
- VoIP phones in Mark Jefferson and Pray Harrold with one button for technical support
- Support will be centralized in most cases – have evening help desk support, working on weekend support and evening physical support

VI. Election Cycle for EEFC Committee

- Distributed “Election Cycle for EEFC Committee”
- Committee will need to elect a new faculty co-chair in April meeting
- Faculty Senate will need to elect two alternate reps and one rep each from COB and COT

VII. Committee Goals/Agenda Items

- a. Ideas?
- b. Projects?

VIII. Adjourn

- Meeting adjourned at 10:32 am

Winter Term Meeting Schedule/Locations:

~~Thursday, January 17, 2013 – 9:00 am to 10:30 am – 109B Halle~~

~~Thursday, February 21, 2013 – 9:00 am to 10:30 am – 217 Halle~~

~~Thursday, March 28, 2013 – 9:00 am to 10:30 am – 109B Halle~~

Thursday, April 18, 2013 – 9:00 am to 10:30 am – 109B Halle