

Technology and Library Faculty Committee Meeting Minutes
Monday, January 26, 2015
12:00-1:30pm
Administrative Conference Room. #102

Committee members present:

Teresa Richter (recorder), James Adabor, Megan Faragher, Chuck Ciampaglio, and Sharon Showman (chairperson).

Guests present:

Ron Dorsten (LC Technical Services Mgr.), Mike Baxter (LC Tech Services)

- I) Sharon Showman called the meeting to order at 12:00 pm.
 - a. Welcome to Guests
 - b. Minutes were accepted

- II) Current Work of Committee
 - A. Scantron Update Report
 - a. Mike reported that the Scantron is ordered and ETA is unknown at this time.
 - b. Ron added that the university is working with Xerox and they are difficult to pin down an exact estimated time frame.
 - c. Mike explained the one updated Scantron software purchased would be installed on a computer located in the faculty suite office area for all faculty and adjuncts to use.
 - d. Ron did explain the reason for the purchase of only one was due to the high cost of multiple licenses.

 - B. Dunbar Library Programs at the Lake Campus, Spring Semester 2015
 - a. Sharon reported that the first turnout for the January 22nd presentation was successful. 40 students, three faculty, and one staff member were in attendance.
 - b. Three different programs to be presented on February 12, one from 2-3:30 in Andrews 183; and two from 3:30-4:30 p.m. in Dwyer 229 and Dwyer 177. See January 25, 2015 committee agenda for details.

 - C. Warm-up of classroom projectors
 - a. Ron reported that an instructor can switch the view mode positioned on the projector box to block the lighted display while in limbo of lecture and presentation. This will aid in the time frame of waiting on the projector to warm back up instead of turning completely off in between.

 - D. Interactive Forms Report
 - a. Interactive forms have been created by Meagan Faragher and are being used by faculty currently for their annual reviews.

E. Remotes for Professors

- a. Ron reported that no one has contacted him yet for a remote to be ordered since last meeting.

III) Current Work of Committee

- a. Representation of Committee for the new Library/Technology areas of new building project/remodel
 - i. Chuck discussed the need of the rooms to be heavily considered where each department will have ample room for the Science department lab spaces.
 - ii. A proposed design board was looked at for the positioning of the library/technology area being positioned on one floor while the study area is located on the opposite floor.
 - iii. Sharon proposed that contact be made for the acceptance of having one or two of the committee members to have presence in the meetings of the building committee.

IV) Future Work of the Committee

- a. Sharon reported that K-Drive should be updated as requested as reported back from Mike Baxter. The K-Drive should not be used for the storage of materials.
- b. Discussion on proposal of having phone in all class rooms. Ron Dorsten gave a reason that this would not be a feasible possibility for reasons including: the availability of the current landlines, the amount of personal cell phones available, and the main overall reason would be the extreme cost to adapt this request.
- b. Next meeting is set for Feb. 16th at 12-1:30 Room 102.

V) Adjournment - at 12:45pm

Respectfully submitted,

Teresa Richter, Recorder