

Technology and Library Faculty Committee Meeting Minutes
Monday, November 17, 2014
12:00-1:00pm
Administrative Conference Room. #102

Committee members present:

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

Guests present:

Ron Dorsten (LC Technical Services Mgr), Mike Baxter (LC Tech Services), Dean Bonnie Mathies (LC Dean), Jan Eckstein (LC Faculty Secretary), and Alex Pittman (LC Librarian)

- I) Sharon Showman called the meeting to order 12:02 pm.
 - a. Welcome to Guests
 - b. Vote was unanimous to work by consensus unless a vote is mandated by LC Senate Bi-laws or by a call made by a committee
 - c. Minutes were accepted
 - d. Notice of meeting minutes are now on LC Faculty Senate website, thanks to Jill Puthoff, PR Specialist/Admissions

- II) Current Work of Committee
 - A. Jan Eckstein spoke on the faculty copier issues over the weekend.
 - a. Paper is not filled due to the machine jamming if over a certain amount.
 - b. Toners have a chip in them and if not placed in properly it can lead to damage of the machine. (Mike Baxter, commented he hesitates to have toners available for all to load on their own.
 - c. Ron Dorsten gave the option to contact him in the case that it is after hours and staff is unavailable on campus.
 - d. Dean Bonnie Mathies did state that it is not an obligation for the university to have maintenance when the university is closed.
 - e. Final resolution outside of calling Ron during off hours is to have a clipboard next to the printers for Jan to check and see messages left by the faculty after issues have occurred. This will allow Jan to quickly act on the printer issues for the current or next work day.

 - B. Scantron Update Report
 - a. Mike Baxter reported on the past request from Dave Hochstein wanting the Scantron tied into Dayton's main equipment they had purchased. After attempt it was decided that this was not the most feasible option as it took too long for turnaround for classwork assignments.
 - b. Report on the Scantrons replacement are the following options.
 - i. 5 licenses from Gravek would be approx.. \$6,000.00
 - ii. 12 licenses would be approx.. \$12,000.00

- iii. 5 user license for software from Xerox \$5000.00 with a \$900/yr maintenance fee
- iv. 10 user license for software from Xerox \$9000.00 with a \$1600/yr maintenance fee

The decision came down to what would be the most economical and complete ease for accommodating the entire faculty and adjunct faculty that make frequent use of the Scantron machine. The decision made by committee members was to look into the placement of these software applications being placed on the top 4 faculty computers that have higher usage of need and then the last license being placed on a community adjunct computer in the Dicke Faculty/Staff Suites. Current names of faculty that will have those applied on their machines are the following: C. Ciampaglio, D. Hochstein, G. Vandegrift, and M. Cubberley.

Ron Dorsten said he would put the paperwork together and approach administration for the funding.

Megan Faragher motioned for a vote, Chuck Ciampaglio seconded the motion.

Committee Voted and motion carried.

C. Clean up of K-Drive

- a. Mike Baxter spoke on the clean up process of the K-Drive.
 - i. Mike going to move forward on the over clean up of the drive. Old files including from retired faculty will be removed and placed on a CD for storage.
 - ii. Chuck brought the attention to the clear order of the By-laws be current on the K-Drive. It was discussed that this would be a maintenance needed from the Faculty affairs and By-Laws committee. Attention was going to be brought to Dave Hochstein and Dennis Bulen on the need of the K-Drive and the By-laws update.

D. Printers on Campus.

- a. Teresa reported on the finding of the maintenance of Printer 185 and Printer 177 outside of the Help Desk area. Ron Dorsten stated that the night shift in the Help Desk area is responsible for checking the needs of those printers nightly. The paper is also stored in the Help Desk location. If special paper is needed, it is requested through Jan Eckstein who orders it through Lucy who orders it from main campus.
- b. Chuck reported on the policy and replacement schedule of all printers. Ron explained that the computers are on a 5 year in lab schedule and then recycled. Software is being looked at currently on passing up on the current OS upgrade of Microsoft 8 and are waiting on the next upgrade of Microsoft 10 before changing the operating systems.

E. Status/Visioning Report of New Library/Tech Center & Need for Digital Librarian

- a. Dean Bonnie explained there needs to be a template for both TET and NTE faculty with the caveat that faculty does not have to use the template.
- b. The two templates need to be made for each group by the end of January. Clearance has been given by Dayton.
- c. Chuck would like to have more interactive forms on the website for all university to use. Bonnie suggested to have the committee clear it.
- d. Dean Bonnie reported on the many issue of libraries today. Using Dunbar as an example. She explained how it has evolved from the past due to the expectations of how technology has changed the publication industry. Due to loss of printed material with the evolution of digital options.
- e. Other options brought up was the availability of access to Ohio Link. Discussion of the need of a librarian or a media specialist. Discussion needs to take place after looking at the research of how libraries have changed and what is the best for the future student. The questions asked: "What do we ask for?" Continuation of the plans of the future addition includes a two floor area for the library. (Bonnie showed architectural layout boards).
- f. Discussion on how to obtain E-books was asked by Chuck. Alex responded that we need to touch base with **Karen Wilhoit**. Associate University Librarian for Collections. 126B Dunbar Library Phone: (937) 775-3039 karen.wilhoit@wright.edu. and **Marty Jenkins**. Head of Technical Services. 120E Dunbar Library Phone: (937) 775-4983 martin.jenkins@wright.edu
- g. Megan asked "For our specific needs, who do we order these data bases from? Sharon Showman asked if it would help to request for a certain data base to be purchased. Alex said yes, it might help.
- h. Sharon Showman volunteered to construct a letter. Megan Faragher will look over after completed. CC to Sheila Shellabarger, Interim University Librarian. 126D Dunbar Library Phone: (937) 775-2685
- i. Alex Pittman gave the update on the agenda of STAC/Multimedia resources and the separation of the schedule of STAC and Social Sciences into two different times.
Jan. 22, 2015 11:00-12:00 STAC/Multimedia Resources (update 11/21/14: the 1/22 STAC visit has been canceled due to the recent resignation of STAC director Will Davis)
2:00-3:00 Social Sciences and Humanities
Feb. 12, 2015 3:30 Patent Information and/or Science Resources.
Flyers were requested to be developed and sent out for the promotion of the event. Teresa will have a poster designed by a student. Contact Jill Puthoff on the Social Media release of the event.

F. Classroom Technology Request

- a. Ron Dorsten was present to ask our opinion for the faculty on the need of Blue Ray players in the classroom. It was discussed and the consensus was that it was not a necessity to the faculty.
- b. Reported that in the classroom they are not looking to add except for desktop systems.
- c. Ron asked the question of our thoughts on PCs or Macs for the classrooms. It was discussed by Teresa Richter that the computer environment is usually weighed for this type of decision by the individual programs software needs. Different departments will have more need for a Mac interface for instance: Graphics, Education, English, and where other departments are better adapted for the operating systems of PCs, these being: Science, Business, Engineering.
- d. Megan asked if we could do anything about the delay of the warm of the projector. Ron was going to look into the cost of changing the technology switch to change on the main station.

G. Interactive Forms Report

- a. With permission given Megan will be going forward to make a form with the direction from Chuck using old forms. The form will be passed around for committee check before released.

H. Remotes for Professors

- a. Ron reported that a Logitech clicker at University cost is around \$42. If any faculty would like to have their own clicker they may order from him and faculty will be individually billed for payment. The other option is to sign a clicker out on loan from the Help Desk area.

III) Inherited Work of the Committee
Nothing to report

IV) Future Work of the Committee

- a. Student Printing allowance per semester
The committee will discuss more on this on the next mtg. in Jan.
- b. Next meeting is set for Jan. 19th 12-1:30 Room 102.

V) Adjournment - at 1:37pm

Respectfully submitted,

Teresa Richter, Recorder