Bill Nelson called the meeting to order. The May 22 minutes were approved with one correction; Bill Kinyon's name should be added as liaison person in the Teaching Learning and Technology Roundtable along with John Neel, Scott Owen, Reid Christenberry, and Missy Cody.

**Setting of Building Priorities for Network Upgrades**

Sam Heidt and Mary Jane Casto were invited as resource persons to discuss the building priorities for network upgrades. They reported the network upgrade project will require three years to complete and costs will be financed.

The sequences of building upgrades were determined by seven factors: closet relocation requirements, departmental moves, vBNS applications, connectivity issues, stability and reliability problems, throughput requirements, and other issues. A table describing each factor was distributed.

A network redesign building priorities list was also distributed and discussed. The Science Building and Science Annex are top priorities because they will make good prototypes and require little construction. College of Business may be raised to the top as the closets are stacked, it is a recently renovated building, and Ethernet equipment can easily be deployed without affecting the current plan.

Scott Owen pointed out that One Park Place and College of Education have users needing vBNS capabilities. Providing the capability, the users will require advancing that building on the initial priority list or providing the capability to specific areas within the building. It was agreed that, even though the ideal would be to fully upgrade a complete building, it may be necessary to upgrade individual floors in some areas. Other items considered were the problems of getting fiber into the Wachovia building (Policy Studies), perhaps by accessing through a DOT connection, and into the Commerce Building (IS&T).

It was recommended that grant proposals should include high speed network costs, as needed, and it was suggested that the Research Office, when informing researchers of available grants, should counsel them to include such requests.

The Committee agreed that appropriate IS&T staff should be included in any Planning and Facilities discussion of anticipated major renovations or changes on floors of buildings so IS&T infrastructure concerns may be addressed.
Bids will be released in thirty days, and currently UCNS is looking at an August time frame to begin the network upgrades. It is anticipated that two months will be required to complete the first three buildings. It is anticipated that the first nine items on the list of 24 will be completed by July 1998. Currently, no-cost overruns are anticipated. The cost of some equipment is dropping, but trends show that higher speeds will be demanded, which will cost more.

The Committee members were asked to endorse the setting of building priorities for network upgrades as presented with the flexibility for floors associated with vBNS. This was approved.

**Starting the Campus Discussion of Student Technology Fee**

A copy of DeKalb College’s request for mandatory student fee for FY98 was reviewed. It can serve as a blueprint for Georgia State University to proceed in requesting a technology fee. The request will need to be justified and information shared with deans, vice presidents, and student groups before a final proposal for a technology fee is forwarded to the Chancellor on October 1. Justification should stress: enhancing student support, no budget for public access fee, new classrooms will be built, new network operative in residence halls, Galileo-related technology enhancements.

Committee members anticipate few objections from faculty but there may be some students objecting to the overall costs for fees. Starting the technology fee at a lower rate and increasing it annually until income more accurately reflects actual cost of the technology was proposed as a possible strategy to ease the impact on students.

The IS&T Senate Committee endorses the concept of a technology fee. Reid Christenberry will produce a position paper to share with the committee for input prior to its being communicated on campus.

**Instructional Web-Development Tools**

A concern was raised about faculty using assorted instructional software products and the problems students may have switching between these products in their various classes. Support of the products is also a concern. The committee feels this should be reviewed by an instructional technology committee. Reid Christenberry explained that one of the functions of the TLTR group was to have been to perform advisory functions related to instructional technology. The IS&T Senate Committee discussed what the most appropriate advisory function might be for issues like this. The members discussed restructuring of this advisory function. The Committee felt that a new instructional technology advisory subcommittee could named as a subcommittee of the IS&T Senate Committee. This new subcommittee should include both the mainstream faculty perspective and infrastructure support people. A proposal was made that Bill Nelson solicit from the deans and Provost names of individuals who could serve on the new committee and ask for their comments and suggestions.

Following the meeting and in a e-mail to the committee, Scott Owen suggested names of potential people to serve on the new instructional technology subcommittee. The names he suggested are: Harvey Brightman, Reid Christenberry, Missy Cody, Harry Dangel, Bill Kenyon, Jane Leonard, John Neel, Kathy O'Neill, Scott Owen, Carla Relaford, Cynthia Schwenk, Greg Streib, and Patrick Wiseman.

Robin Morris volunteered to create a model for processing information flow to other committees. IS&T staff will draft recommendations for review regarding definition of campus-wide standards.
Lab Print Cost Recovery System Proposal
A proposal on lab print cost recovery was distributed and Reid Christenberry informed the committee of the need to implement a universal system to recover printing costs in student accessible areas. Robin Morris suggested allocating 100 pages per student per quarter at no charge, with students only being charged after the first 100 pages. Reid Christenberry reported Jane Leonard will meet with staff in IS&T and other affected units and come up with a definitive proposal, which will be shared with the IS&T Committee.

Update of IS&T Organization
An organizational chart and position descriptions for directors of Educational Technology Support Services, University Computing and Networking Services, University Information Systems and Processes, and manager of University Data Administration were distributed. Fred Massey requested that the organizational chart reflect current directors names and number of EFT in each box shown on the chart.

IT Strategic Action Plan Items
A working document as of June 26 was distributed and explained. Reid Christenberry cautioned that because of limited funding, it will be necessary to be careful in making recommendations and accurate in presenting cost estimates. The committee suggested adding columns to the list Reid Christenberry created to include: cost, funding source, and completion time. This will be discussed more at length in future Senate IS&T Committee meetings.

Training Troopers
Customer Support Service is providing free onsite one-hour training sessions. A few on the committee praised this service and said it is a good model and provides training one-on-one without the embarrassment of having to train in groups.

Next Meeting
July 24, 3:00 p.m., room 718 General Classroom Building.

Please send questions or comments to Mary Nell Stone