

Also Present: Mary Jane Casto, IS&T Director of Planning & Strategic Initiatives

Minutes: The November 16 minutes were approved as distributed. The December 19 meeting was canceled because of inclement weather.

Adding TLTC Director to ISAT Committee:
There is currently a study on the proliferation of members in various committees and the possible ineffectiveness of large committee memberships. After the discussion, the members moved to continue Faith Borthick’s membership in her new role as director of TLTC.

The ITSS met on January 16, where they discussed
- Email retention issues for retired faculty and issues related to staff being promoted to another container.
- Alternative to WinZip.
- System Entry Banner.
- Dream Weaver was used to develop University Web Page and there is no University license for it; but courses are being taught on Dream Weaver in the labs. (Demand drives the process.)
- Additionally, TLTS is looking at software. How will TLTS interface with the ITS Subcommittee.

In their 12/15 meeting TLTS discussed new tools from MS. They raised the question of how decisions are made on supported software. The discussion broadened to proposals that TLTS develop a review process for institutional supported software.

Faye Borthick was nominated for the “Instructional Technology Boyer Award” by Georgia State. CBSAC approved 950 square feet of space for the CTL/TLTC on the second floor of Library South.

The 2001 WebCT users conference will be held in Vancouver, June 23-27.

There was no Security Committee report as Randy was not available. The minutes can be read at http://www.gsu.edu/~wwwisc.

Bill Evans distributed a paper on current plans for renovation of Sparks Hall at a cost of $500,000 to $1,000,000.

Scott asked if there was a plan to block outside lights into Sparks Hall and if there could be a graduated dimming of lights. He was also concerned about the line of sight and whether the plan was for tiered rooms.
Seating for handicapped was discussed, and a question was raised why the instructor’s desk was not in the center of the room. One other question was raised about the number of seats per room. Bill Evans said he would forward these concerns to the appropriate people. He will keep the committee posted on the outcome.

A proposal for University Educational Technology Services to Provide Classroom Support Services for Faculty Using classrooms in GCB was distributed for review. The proposal included support service for $78,348 and budget for hardware in the amount of $78,956; total of $157,304.

Scott gave an update on the technology fee allocations. He, Reid and Jerry Edwards will look at the currently unfunded categories and will try to get the fees to cover as many of the proposals as possible. They will make recommendations about distribution. If contentious issues arise, the concerns will be brought to the ISAT committee. Reid affirmed the student fees will be a continuous source and unmet requests can be brought back for consideration. A better plan will be developed so people will feel better about how allocations are made. Carla asked a question about using fees to employ staff. When it was discovered the staff to be employed were students and not consultants, Reid asked the ISAT committee if there were any problems with approving $5,000 to cover Carla’s resource requirement, and it was agreed she should have the funding. Missy asked about support for IS&T and other labs.

As for the next phase, a solicitation letter will be sent in February, proposals received in March, and decisions made in April. The proposals should be concise. Additionally, proposals should show separately the cost for resources, i.e., funds for student workers.

Dan Papp, Senior Vice Chancellor, Office of Academic & Fiscal Affairs, sent an email to saying that anything over $10,000 must be reported to the Board of Regents each month; any expenditure over $100,00 must get their approval. In order to comply with their reporting requirement, the information is gleaned from PeopleSoft/Spectrum for monthly reporting to Randall Thursby, Vice Chancellor, Information & Instructional Technology.

The IT Strategic Plan was distributed with “redlined” changes. The major change was on page 6--an added goal: Technology-enhanced Relationship Management. Members are to provide feedback to Mary Jane Casto by February 7. She will integrate the changes and the revision will be discussed at the February 15 ISAT Committee meeting. After ISAT approval, the revision will be forwarded to Deans and VPs for approval. The driving force for the revision is to keep IS&T IT Strategic Plan in sync with the revised University Strategic plan.

At the conclusion of the meeting, Bill Evans asked the members to provide any agenda items for the next meeting to him.

Meeting was concluded at 4:05 p.m. The next meeting is February 15, 3:00 p.m. in room 718 General Classroom.