Present: Pamela Barr, David Barrett, Douglas Barthlow, Tim Bartness, Guantao Chen, Samuel Cox, Nancy Floyd, Bill Fritz, Stephen Harmon, James Jones, Thomas Netzel, Cherise Peters, Neven Valev

Also Present: James Galvin, Mary Jane Casto, and Amy Bruni

Minutes: After the September 19 meeting and in discussion with others, Marty added the following to the minutes under Policies, end of first paragraph: *The chair will propose that a subcommittee be formed that will be charged with reviewing implementation of the policies, including drafting letters, reviewing responses, and reporting back to the committee.* With this addition, the minutes were approved as distributed.

Student Tech Fee (STF) Solicitation Documents:

CIO Letter: With the understanding that the CIO’s cover letter to the Deans and Vice Presidents will reflect changes made in the documents, the committee approved the letter.

Call for Proposal for the Use of FY2002 Technology Fees was approved with the following change: Page 1, 2nd paragraph, under Background, add: “Two status reports will be required when project is funded.” (Dates of these reports will be included in the document.) This information will also be added to the CIO’s letter.

Under Instructions, second paragraph, specify that proposals should be submitted electronically in Microsoft Word.

Regarding Page 5, No. 10. Standard Dollar Amounts, Carolyn Gard was hesitant to recommend an amount for furniture, and the committee agreed to omit that information.

Thomas Netzel suggested combining numbers 15 and 16, but since the pre-proposals are addressing separate issues for review, it was agreed to leave them separate. The committee re-iterated that both the pre-proposal reviews are mandatory. Mary Jane iterated Amy Bruni’s process for tracking these funds and reports.

On page 7, No. 17, the Post-Project Assessment Criteria should include two due dates of the status report (January 31, 2004, status report and final status report in October 2004).

With these changes, this document was approved as amended.

The chair of the ISAT Committee will send Corporate Memory from the FY03 STF Committee to the new tech fee committee. This procedure will be followed each year.

Number 5 of the FY03 STF Committee Corporate Memory regarding use of tech fees for support of salaries was the basis of much discussion. The fact that FAC-P also recommends that STFs not be used for salaries gives credibility to the inclusion of this paragraph. The Corporate Memory sets the stage for consistency of action. The governing law for use of STF is the Board of Regents guidelines.

The proposed “Corporate Memory” was approved.
The FY 2004 UCCS Pre-Proposal Form was approved with the addition of the request to use Microsoft Word in submitting documents.

The FY 2004 Facilities/CBSAC Pre-Proposal Form was approved with the addition under #2. Location: a) Current location, b) Has approval been given for the use of this room for this purpose, and by whom, c) What is the proposed use of the room. This form also should reflect the use of Microsoft Word. Kim Bauer and Carolyn Gard both serve as non-voting members of the STF committee and will give their comments at the time of the meetings about the appropriate cost of any furniture proposal.

Dean/VP Transmittal Sheet was approved with the inclusion of instructions from the CIO’s letter.

Mary Jane encouraged the ISAT members to take the Spam Survey at www.gsu.edu/spam-survey.

Meeting adjourned at 2:45 p.m. Next meeting is November 21, 1:30 p.m., 718 General Classroom.

Time did not allow the chairs of the subcommittees to give reports.

Teaching and Learning with Technology
Information Technology Security Subcommittee
Information Technology Support Sub Committee