**Educational Technology Resources and Policy Committee**

**Meeting of 2008 December 05**

**Minutes**

**Present:** Mike Burgmeier (Secretary, Library), Dave Donovan (Physics), Mark Flaherty (Chair, Music), Felicia Flack (ADIT), Chris Kirk (HPER), John Limback (Academic Computing), Matt Smock (Instructional Media Services/Instructional Technology), John Rebers (Biology)

**Approval of Minutes**

Motion to approve the minutes of October 24: Donovan/Kirk. Minutes approved.

**Report from the Chair**

The Faculty TLC Awards were given out at Thursday’s Annual Celebration of Scholarship event. The revised TLC award forms will be posted this coming winter.

**Report from Academic Computing (John Limback)**

Limback had nothing to report. Flaherty has noticed a good deal of sound distortion on his laptop lately and was wondering if others have experienced similar problems. Donovan has noticed some problems but they seem to be intermittent and minor. Limback is not aware of any reports to the HelpDesk regarding this problem. He will check and report back.

**Report from Instructional Design, Technology, and Media (Matt Smock)**

Tom Gillespie has been hired as the new Instructional Technologist. He starts January 5th.

Smock has been busy processing WebCT requests for the winter semester.

**Unfinished Business**

**Green Computing**

Committee members suggested and discussed a number of ideas for developing a set of green computing guidelines:

* Dispel the myth that it is harmful to turn off your computer each night.
* Configure computers in labs around campus (such as financial trading lab) to automatically go into hibernation mode when not in use.
* Provide how-to and other help documentation on the Academic Computing web site about various green computing practices (printing on both sides of paper, power management help pages, etc.).
* Eliminate unnecessary printing of emails. Also, eliminate the duplication of emails & paper copies of the same information (eliminate paper copy if email is sent).
* Turn off peripherals (printers, scanners…).
* Recycle computer supplies (discs, paper, computer components, printer cartridges...). Place more of the Technotrash cans around campus.

Send additional ideas to Rebers; he will compile and summarize for discussion at the next meeting in January.

**New Business**

None

**Good of the Order**

Flaherty asked committee members to send him any new business items for the upcoming winter semester.

This led to a brief conversation on the follow-up to the laptop distribution discussion earlier in the semester: Limback indicated that computers were not set aside during the swap out but the hard-drive was removed and put aside for 24 hours with the faculty member’s name on it. Most committee members indicated that 24 hours was not a reasonable time period; that it should be 7 days. Limback suggested we should put something together and get it approved by spring so that everyone knows the policy/procedure. Donovan proposed we take this agenda item up at the first meeting of the winter semester.

Meeting adjourned 11:45 a.m.

Respectfully submitted,

Mike Burgmeier, Secretary