**Educational Technology Resources and Policy Committee**

**Meeting of 2009 January 23**

**Minutes**

**Present:** Mikhail Balaev (Sociology/Social Work), Mike Burgmeier (Secretary, Library), Dave Donovan (Physics), Keith Ellis (Art & Design), Felicia Flack (ADIT), John Limback (Academic Computing), Matt Smock (Instructional Media Services/Instructional Technology)

**Approval of Minutes**

Motion to approve the minutes of December 05: Smock/Limback. Minutes approved.

**Report from the Chair**

Donovan acted as chair for Flaherty who is away at a conference. Flaherty has submitted the revised TLC Award Application materials for posting.

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

Limback mentioned that the request for software will be going out to faculty soon. Please respond if there are programs needed for your curriculum.

Limback also indicated that Academic Computing has acquired new podcasting equipment. The new equipment makes the process easier and has the ability to be set so only students in a class can download the podcast.

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

Tom Gillespie has arrived and is getting comfortable in his new position as instructional technologist. Smock reported there have been 869 requests for WebCT classes this semester.

Smock mentioned that Instructional Media Services (IMS) is developing an equipment replacement list for classrooms across campus. This list will be used to determine which equipment to be replaced and installed this summer.

**Unfinished Business**

**Faculty Laptop Distribution Proposal**

Limback suggested that ETRPC submit a proposal to the TLC Steering Committee concerning how laptop distribution for faculty is implemented. He recommended the proposal include various problems people have swapping out laptops. Limback also suggested that we demonstrate how the process works for a few individuals to give the Committee an idea of the issues faculty face. Donovan will write up the process he goes through and share with the committee at the next meeting. Let Flaherty know if there are other individuals who might serve as good examples to illustrate the complexity of issues faced during swapping out computers.

Donovan suggested that the proposal allow faculty to keep both laptops (new and old) for a week before having to return the old machine.

The proposal should also address the consequences of not returning the old laptop within the one week time-frame.

On a related matter, Donovan inquired about the policy concerning having a 3-credit teaching load in order to get a laptop. Anything less than 3 credits and the department must pay for the laptop. Physics has a number of adjuncts in the lab for 3 hours but these labs only count for 2 credits. Limback indicated that we could send a proposal to the TLC Steering Committee if we wanted to recommend revising the policy.

**New Business**

None

**Good of the Order**

None

Meeting adjourned 11:50 a.m.

Respectfully submitted,

Mike Burgmeier, Secretary