**Educational Technology Resources and Policy Committee (ETRPC)**

**Meeting of 2008 October 24**

**Minutes**

**Present:** Mike Burgmeier (Secretary, Library), Dave Donovan (Physics), Mark Flaherty (Chair, Music), Keith Ellis (Art & Design), Felicia Flack (ADIT), Vic Holliday (CAPS), Chris Kirk (HPER), John Limback (Academic Computing), Matt Smock (Instructional Media Services/Instructional Technology).

**Approval of Minutes**

Motion to approve the minutes of September 26: Ellis /Kirk. Minutes approved.

**Report from the Chair**

Flaherty indicated that emails have been sent out soliciting applications for the Faculty TLC Awards. We will review applications at the November 7th meeting. Flaherty will post and send links to application material to committee members. Flaherty also announced that the Academic Senate is putting together email lists for each of the senate committees.

**Report from Academic Computing**

Limback reported that wireless issues, the last of the known problems, appear to be resolved. Ellis reported that he has seen an increase in the blue screen of death on Macbooks. Limback was not aware of any reports of such problems and asked that these be reported to the HelpDesk when they occur.

**Report from Instructional Design, Technology, and Media**

Smock will be at Educause next week. Tune in to his blog for his latest reports on what’s happening at the conference. http://nmueducause08.blogspot.com/

**Unfinished Business**

**MyNMU Proposed Changes (Flack)**

Flack showed the new channel called Web for Faculty & Advisors that ADIT has been developing. The intent is to eliminate the Academic Services and the Incomplete Grades channels. ADIT will automatically add the new channel to the Faculty Services tab so users won’t have to go out and add the channel themselves. Donovan recommends doing it sometime before Thanksgiving so that it does not cause problems as we approach the end of the semester. Ellis suggested a launch date after November 1 so it won’t cause a problem with winter semester registration. Flack indicated that the Advisor Services tab would also be eliminated.

Flack has talked with Wommer from Academic Computing about adding a link to the ETRPC Educational Technology Resources for Faculty web page on the default home page of web browsers. The committee thought this would be a good short term solution until the technology portal is completed by Communications and Marketing.

**Adobe Acrobat Connect Demonstration Follow-up (Smock)**

Flaherty solicited follow up comments concerning the Connect demonstration given at our last meeting. No one has had a chance to further investigate the use of the Connect software at this point. Smock indicated that we have 5 host licenses. Those are all being used at this time but we can easily obtain a few additional licenses if needed. Smock will be reviewing the current uses for effectiveness and best practices. He will also determine future demands before making any further recommendations on license purchases.

**New Business**

**Discussion of Faculty Laptop Changeover (Flaherty)**

Ellis pointed out that some faculty did not get the right laptop (macbook pro vs. macbook). Limback indicated that this was likely due to a late hire but the problem was corrected as soon as possible.

Donovan thought the process went better than previous years due to the availability of the external hard-drive. He assumed though that his laptop would be set aside and he could retrieve it in the event of problems during the backup and transfer of data to the new machine. This was discussed with Walch in a prior ETRPC meeting so he assumed this option would be available. Unfortunately this was not the practice in Academic Computing and some faculty had difficulty trying to obtain their old machine when files/data were discovered missing following transfer.

There were also some inconsistencies in how policies were administered with some people being allowed to keep both machines and some people who purchased their old machine did not have the hard drive erased. Donovan reiterated that it is in the university’s best interest to allow faculty to successfully complete the switch over from the old laptop model to the new one and that we should try to find a mechanism to allow this to happen. Billing department for laptops not returned within a specified time frame was one suggestion.

Limback will address the inconsistencies in future distributions. He is also open to other mechanisms to allow for the successful transfer of data between laptop models and will take the issue back to his department and the administration for further discussion.

**Green Computing (Flaherty)**

Rebers suggested to Broadway (Chair of the AQIP Sustainable NMU Action Project) that Northern develop a list of green computing practices similar to what the University of Buffalo has put in place. Limback mentioned that Academic Computing previously conducted a study on computing practices; he will review and bring any relevant findings back to committee. Flaherty suggested the ETRPC develop a list of practices/policies on green computing for the Northern community. He will send links to a number of existing policies/practices for further review by committee members. He asked members to develop a list of their top ten items from the various policies. We will discuss and begin to assemble our list at the November 21 meeting.

**Good of the Order**

None.

Meeting adjourned 12:00 p.m.

Respectfully submitted,

Mike Burgmeier, Secretary