

Minutes of the third meeting of the Computer Services Committee held Tuesday, March 1, 2005, 11:00am, LeTellier Hall, Room 202

Present: Keith Plemmons, Kyle Sinisi, Kristin Steele, Susan Simmons, Debbie Fisher, Jeff Wells, Gene Creson, Frances Frame, Mark DeMastro, Les Cohn

1. Welcome and presentation of agenda

Keith Plemmons called the meeting to order, summarized the purpose of the meeting, and presented the meeting agenda:

- Welcome
- Review the committee's philosophy (Why?) and process (How?) for determining how PCs funded by TCF are awarded to faculty
- Old business
- New business
- Adjourn at approximately 11:45am

2. Discussion

The primary purpose of the program is to improve education and learning in the classroom. Keith opened the discussion by requesting input regarding this statement and the committee's involvement in this award program. Discussion:

- increase ability to do pure research (funded or non-funded); emphasis on research seems to be increasing
- promote course development; provide an opportunity for faculty to learn/apply new techniques and software prior to including in new course curriculum
- more objective distribution of limited resources by faculty for faculty (as opposed to designations made by administration)
- improve ability to keep pace with new technology available to students and communicate with students effectively (ex: older software might not read newer version of file, etc.)
- support departmental IT-related duties such as Web page editing/creating through specialized software applications such as Photoshop

There was additional discussion regarding the procedure and policy the sub-committee examining the proposals should use when determining how to award the PCs. The sub-committee reported having difficulty making decisions based on need since some faculty do not know or provide their PC specifications when submitting proposals. This information is available by entering the PC serial number on Gateway's support site. Jeff Wells and Gene Creson also provided information about how some PCs collected from those who receive awards can be used to fill some requests. ITS does not maintain a database with a complete listing of all current PC specifications since these specifications are frequently changing.

3. Procedures for Annually Awarding New PCs to Faculty

A draft of procedures for annually awarding new PCs to faculty was presented for discussion and comment. Comments were received and the amended procedures are

attached as Attachment 1. [Acceptance of these minutes warrants approval of the attached procedures.]

4. Motion

There was a motion made to include a technical representative from ITS in the sub-committee in order to offer consultation regarding computer specifications during the proposal examination phase. The motion passed to amend the CSC's PC award procedures to include 'consultation with a technical rep. from ITS' prior to making a recommendation to the full committee.

5. Further Discussion

The committee also discussed whether or not it should consider designating some of the award PCs to faculty with older PCs, regardless of need or request, in order to fulfill one of the goals of the project: help faculty keep abreast of new technology. ITS does support older faculty PCs. After discussion, it was concluded that although this might be a topic for the committee to investigate further, it is not in the best interest of the program's goal to provide new PCs to faculty who have made no request or expressed interest in using them.

6. Adjourn

As there was no further old or new business, the meeting adjourned at approximately noon.

Respectfully submitted,
Debbie Fisher

Procedures for Annually Awarding New PCs to Faculty

1. During the first meeting of the Computer Services Committee, a subcommittee (with a designated ITS technical representative) shall be established to announce, receive, review, and make recommendations to the full committee regarding the award of new PCs to faculty.
2. Subcommittee meets and establishes/reviews criteria for award of new PCs.
3. Announce Request for Proposals to all Citadel faculty via Phoebe. Repeat as necessary.
4. Collect all proposals for consideration after the deadline.
5. Decide which proposals have merit and which don't (full faculty vs. adjunct, secretary, or lab).
6. Inform proposals without merit.
7. Rank order the proposals with merit, if there are more proposals than PCs.
8. Consult with designated ITS representative on information to support committee recommendation(s).
9. Recommend which recycled PCs should go to which faculty, if there are requests for recycled PCs or more than 20 requests for new ones.
10. E-mail all proposals, rank ordered, preferably in one PDF file to the full committee with recommendations.
11. Discussion in full committee (by e-mail, unless a meeting is necessary).
[Committee members asking for a new PC should excuse themselves]
12. Vote by full committee on the subcommittee recommendations.
13. Pass the committee recommendations to Spike Metts and Rod Welch.
14. Record the recommendations in the Computer Services Committee minutes.