

Faculty Educational Technology Committee Meeting Minutes

November 12, 2002

Robert Scott Small Library conference room.

Meeting called to order at 4:00 pm.

Present: Brenton LeMesurier, chair; Maria Fidelgo-Eick; Victor Puleo; Ben Phelps.

Guests: Marcia Moore?, Carlos Diaz.

1. Minutes of 10/8/2002 approved without changes.
2. **Continued discussion of the plans for Information Technology Literacy for incoming students.** A goal was set of developing a proposed description of IT expectations of incoming students, akin to the one produced by the deans, with the intention of sending it to departments early in the Spring as part of a survey. It was suggested that the online IT Literacy assessment tools and policies at the University of Miami, Oxford be considered as another source of ideas.
3. **Review of some or all of six draft IT policies that have now been reviewed by ITSC.** The Information Technology Steering Committee (ITSC) has completed its review of all six IT policy proposals.

Due to low attendance, discussion of these was mainly on the proposals that raised few concerns with the committee, at least after previous concerns had been addressed by ITSC recommendations. Two suggestions were that copies of all IT policy proposals be sent to the SGA and OMT, and that the almost identical tables relating to recommended hardware and software and service levels in two separate policy proposals be combined into a single table in the policy on Service Levels. Wireless policy was discussed, including the ban on certain types of cordless phones, but no amendments were recommended. Concern was raised about the very limited selection of email clients proposed for the highest level of support.

With respect to software deployment software (Altiris), it was clarified that users will be asked for confirmation before any software that has been downloaded [overnight] is actually installed.

4. **New business**

There was no new business; we did not even finish the old business.

5. **Next Meeting** It was agreed to meet either on the previously agreed date of December 10 but starting at 4pm instead of 4:15; or possibly on December 3 instead with the consent of members. [Note: it was subsequently decided to meet on December 10 at 4pm.]

With no further business, the meeting adjourned at about 5:15 pm.

Respectfully submitted,

Brenton leMesurier