

## Faculty Committee on Educational Technology

### Minutes, meeting of Friday March 19, 2004

#### Science Center room 106

Meeting called to order at 4:20pm.

**Present:** Jeff Wragg, Chair; Brenton LeMesurier, Secretary; W. Frank Kinard; Caroline Enten; Michael Phillips.

1. The minutes of the February meeting were approved, with one typographical correction.
2. Some complaints about the performance of the **Help Desk** were discussed.
3. **Student-Faculty Technology Center.** A proposal was mentioned by **David Cohen** of expanding the scope of the current Faculty Technology Center to also serve students. The committee was inclined to agree, and **Jeff Wragg** offered to investigate further.
4. **The Electronic Forms Initiative** was reported on by **Frank Kinard**. This was initiated in response to recommendations in the College's IT strategic plan, prepared by outside consultants. Two objectives are (a) data gathering and (b) providing forms in an electronic format such as interactive PDF, that can be filled out electronically. Concerns include choosing an appropriate common campus-wide software platform. There is no schedule for implementation.  
  
The committee decided to push this along, recommending an early effort to make some of the most commonly used forms available in PDF format.
5. The wording of the previously discussed memo on **privacy concerns and policy on the use of Social Security Numbers as identifiers for employees and students** was finalized. (c.f. November meeting.)
6. The SGA representative **Caroline Enten** reported that the **Student Senate elections will henceforth be conducted electronically**, via email. The committee speculated as to if and when the Faculty Senate would do likewise.
7. **Next meeting:** it was noted that our next meeting will be at a different time, day and place: **Thursday April 8 at 8:30am in Faculty Technology Center, 322 JC Long Building.**
6. The meeting **adjourned** at 4:58pm.

Submitted by Brenton LeMesurier, April 7, 2004.