Don Descy called the meeting to order and welcomed everyone to the new semester. The LTR sends congratulations to Angela Monson on the birth of her baby.

Announcements

1. **MnSCU Technology Awards, 2005**  

2. **National School Change Award** due April 1, 2005.

3. **Educause: Orlando, October 18 – 21, 2005.** Proposals due January 31, 2005  
   [http://www.educause.edu](http://www.educause.edu)


6. **Changes in ITS**  
   Mark Johnson announced that Tim Kochery will not be attending the LTR meetings anymore. He accepted a position at Century College in White Bear Lake. Tim will begin his duties there on February 1, 2005. We thank Tim for all he has done and wish him well with his future endeavor.

   New to the LTR, is MSU’s new Instructional Designer, Elena Ivanova, she came to us from Metro State. She will assist faculty with projects such as instructional design of online courses, online teaching strategies and pedagogical issues; and effective use of multimedia resources to enhance IMS (D2L) applications.

   Gary McKinley has been named Director of Customer Service. His duties haven’t changed, but the title has.
Mark Johnson stated that during the Employee Appreciation Week, the ITS Directors cooked breakfast for the rest of the staff. After enjoying omelets, they went bowling. A great time was had by all.

7. Other
None.

Old Business
8. Approval of Minutes
Jim Grabowska made a motion to approve the minutes of December 2, 2004. Warren Sandmann seconded. The minutes were approved as distributed.

9. Turnitin
Don Descy opened the discussion of Turnitin by saying that he discussed Turnitin at the IFO Executive Board meeting on January 13th. He told the board that the LTR had formed a subgroup to look into the issue and would keep them informed. Jim Grabowska, Gerald Schneck, Adam Weigold, and Robert Zelin are LTR representatives that have volunteered to review Turnitin. They have met with Mary Dowd and discussed the use of this software. Carol Stallkamp is also checking on whether the use of electronic signatures will be allowed in order to cut down on paper waste. Some questions being addressed are: May a professor release the name of a student that plagiarized to another professor? Is there an ‘opt out’ alternative for students that do not want to participate? What is the definition of plagiarism? Where do we draw the line? How can we ensure that professors use this in an equal and fair way? How can we implement the use of Turnitin for all students? Could an informational online presentation be made available for students that start after orientation? Whether there is mandatory use of Turnitin or if it could be a faculty option needs to be addressed. The students have voiced concern. They are questioning if their work would be available for others to copy. Carol Stallkamp will remain active in this work with the LTR group.

Warren Sandmann said that there is an official university statement on plagiarism. This is located in the academic misconduct policy. The members of LTR that are working on this issue will continue to meet and update the group as progress is made.

Mark Johnson said that I.T.S. is currently working with Human Resources to develop an online orientation course in D2L. This is in the concept stage right now but could also include information about Turnitin.

10. Other
None.

New Business
11. Differential Tuition Questions and Request (Don/Pat)
The Distance Learning Task Force has issued a request for the LTR to sign off on differential tuition. If the Distance Learning Task Force evolves into a more permanent group, then approval from the LTR may not be needed. The LTR discussed this request and is not sure that this form alone is complete enough to give the LTR enough information for an informed vote. A recommendation was made to invite Scott Page and Dean Miller, authors of this request, to an LTR meeting to explain. A motion was made by Jim Grabowska and seconded by Nina LeNoir to invite them. Don Descy will pass this request along to Scott Page and Dean Miller.

12. Student Consultation Process (Mark)
Mark Johnson distributed a document that reflects the process for revising the MSU Technology Fee. Each year, several members of the LTR meet with students and discuss the procedure to establish the technology fee. There are educational meetings set up and provide the students an opportunity to tour the facilities and introduce them to what their dollars pay for. Mark requested that 3 to 5 members of the LTR volunteer to assist with this process. Brian Groh stated that he worked with this group last year and was very impressed with the workings and productive planning. Many students want to have a voice but do not want to take part in the educational process of the technology fee spending.

Don Descy, Brian Groh, Peg Lawrence, Nina LeNoir, and Robert Zelin volunteered to assist with this sub-committee. Mark explained that there will be approximately 5 or 6 meetings and that they will begin in February.

A motion to endorse this committee was made by Jim Grabowska and seconded by Gerald Schneck.

13. Other
None.

Recurring Updates
14. Student LTR: Adam Weigold
No update.

15. ITS: Mark Johnson
Mark Johnson announced that the bids for the new telephone system have been coming in. He will keep the LTR informed of changes. There have been some very competitive bids and unique ideas presented.

If you have a chance to check out the new IT website, please do. They are using the new template. It was designed through a partnership with marketing. This new system looks nice and provides flexibility. It is the new institutional based system.
I.T. is designing a new employee orientation process. This will be an online course that zeroes in on D2L.

A number of changes took place over the break. An I.T. newsletter will be coming out soon.

MavDISK updating has taken place and improved space and liability.

Mark announced that about 500 of 15,000 students added additional pages to their MavPrint accounts. The acceptance rate has increased to 70 or 80% from 30 to 40%. The faculty use of MavPrint worked out. You may add departmental dollars at the Copy Shop or you can add your own funds. Black and white printing is .05 per page and color copies have decreased to .75 per page.

The new door locking system is up and running for a few areas in McElroy and Crawford. There are plans to complete the end doors next year. Right now, Gage is still on hold.

The proximity scanners in the ACC have been a benefit but there was a struggle with programming. It is working well but implementation was more costly and time consuming than expected.

16. Extended Learning: Pat Lipetzky

None.

17. Other

Don Descy said that he would invite Dean Miller and Scott Page to the next LTR meeting and asked if there were any other comments or business to attend to.

A motion was made to adjourn and seconded.

Meeting adjourned.