



## LTR Meeting Minutes 4/12/01

Meeting brought to order by Co-Chair Dean John Frey. Minutes for March 29, 2001 approved with one correction: Members present-add Steve Vassar.

### Members present

- Don Descy, Jan Eimers, Scott Fee, John Frey, David Gjerde, Brian Groh, Melissa Holmberg, Tim Huebsch, Mark Johnson, Kent Kalm, Judy Kuster, Warren Sandman, Pat Sexton, Steve Vassar, Gary Urban.

### Old Business

- Update on Student LTR: Tim Huebsch reported they continue to address student issues. Currently, they are looking at other institutions re printing policies and comparing to what we're doing here at MSU. Policies being researched: free printing; monitored student usage printing; duplex printing.
- CIO Update: Mark Johnson reported on various updates of the renovation of Memorial Library and the Office of Technology Services move across campus. PALS moved into their new space over spring break; ITS is starting their move but staggering the process so as not to disturb the Library any more than necessary. And in order to keep student inconvenience to a minimum, Commencement Day is slated to be a major moving day.
- Mark has met with the Exchange/Outlook pilot participants and received nothing but positive feedback. Costs to provide for all faculty and staff: \$75,000-hardware; \$16,000 to \$75,000-software (determined by the contract selected). The software portion is a yearly charge. If we compare this fee to the total we spend each year across campus for

software purchases and upgrades, that high end \$75,000 figure really isn't so out of line. It's computed at \$48/per person/per year-FTE (full-time equivalent of faculty and staff). The cost to provide Exchange/Outlook to all students would be computed at \$21/per student/per year at a total yearly fee of \$250,000. Mark met with the Student Senate and emphasized the distinct advantages of doing this, but it was decided to hold off on this component of the contract for now. MOTION: The LTR recommends that MSU switch over to Microsoft's Exchange/Outlook. MOTION: The LTR recommends that MSU purchase the Microsoft Campus Agreement negotiated by MnSCU that will cover all faculty and staff. This is an annual charge based on full-time equivalents at a rate of \$48/per person. Mark Johnson will now be taking these recommendations to Cabinet; he has already discussed this issue with the Academic Affairs Council. If accepted, it is recommended we start a publicity campaign to inform our faculty and staff of the many positive features of Outlook and also offer a very focused training period. And there would be phased implementation with staff converting summer and faculty starting in the fall.

## New Business

- IMS - summary moved to Cabinet by the end of this week. Mark thinks we should recommend one product. This does not mean faculty can't choose something else, but we can only support one product. The President will make the final decision before we leave for the summer.
- **Classroom Technology** - Mark Johnson discussed the thoughtful technology upgrade in classrooms. LTR had previously recommended departments purchase laptops for their faculty, not desktop computers; new technology rooms should be laptop only; each department should have at least one checkout laptop until their faculty own laptops. A survey of all rooms is in progress. They are looking at institutional and college equipment as well as room configuration. Cart usage has peaked and is costly and difficult to manage. OIT proposes the elimination of most carts for routine classroom use. They propose adding an entry-level technology upgrade to all classrooms without data projectors. The basic configuration in every room would be: data projector; VCR tied into data projector (remove TV); console that can be added on to; simple mechanical switching device; perhaps amplifier and speakers. This technology upgrade will be funded with a combination of federal, M&E, and student tech fee monies. MSU will continue to upgrade more rooms over the next few years. MOTION: The LTR supports OIT's proposal of classroom technology upgrades and the proposed basic configuration of every room. It was suggested that OIT consult with the various faculty within the departments to receive their input as to placement of this equipment in the classrooms.
- ITV - The team has been reviewing the entire topic of ITV and will report its findings to Academic Affairs. These will not necessarily be recommendations.

- Web Advisory Task Force - Members include Ted Johnson, Don Descy, John Frey, Jeff Hundstad, Roland Nord, Diana Black, Kent Kalm, Carrie Williams, Julie Snow, Deborah Bittinger, David Cowan, Gary Urban, Ann Fee, Joan Roca, Paul Allan, Linda Meidl, David Reinen, Brenda Boyd. Mark provided an example of the template devised for web page development across campus. It is intended to better leverage our web technology and promote our institution. The task force has been looking at web design, usability and navigation.
- Student Technology Fee - The Student Senate has recommended to the President a technology fee of \$5.75. It is Mark's hope that MSU will continue to evolve the process of establishing this fee and how we utilize these funds.
- Next meeting will be our last for this academic year. What issues to discuss? Details about the IMS rollout; goals and objectives for next year.

Adjourned 3:45 p.m. Last meeting of the semester - April 26th 2:00-4:00 p.m. in CSU285.

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