



## LTR Meeting Minutes 9/23/98

Minutes of the 9/9 meeting approved as distributed.

### Members present

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Susan Coultrap-McQuin, Terry Flaherty, Jan Eimers, Pat Sexton, Anne Quade, Paul Corcoran, Dave Gjerde, Ernie Boyd, Don Descy, Judy Kuster, Nancy MacKenzie, Jerry Jeffries, Greg Bednar, Joan Klanderud, Joan Roca, Paul Brandon

### Old Business

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There was a brief discussion about calendar software, focusing on appropriate features for such software. It appears many colleges and departments already have calendars, and an inventory of what is used and what is effective is appropriate. In addition, before deciding on software, many factors need to be explored: cost, compatibility with other calendars, off-campus access, visual display features, privacy, ease of use. Susan will report our comments directly to Sylverna.

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Our discussion of Diane Graham's evaluation of the Electronic Academy focused on what needs to be done to disseminate what was learned during the project. How can we efficiently and equitably make those who've been through the electronic academy "available" as mentors to the rest of us. At our next meeting, Frank will briefly describe ways in which he thinks we can "institutionalize" the electronic academy, and comment

on the Valley Writing Project as a possible model.

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Joan Klanderud summarized what the Roundtable at SCTC has been doing since the beginning of spring quarter, and other technology related matters. SCTC is in the process of filling three newly-created positions, including a Dean of Technology. The roundtable has awarded a substantial number of mini-grants for course development; so far \$100,000 has been allocated for mini-grants. She also described upgrades in the media center and classroom technology.

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Joan Roca and Joan Klanderud addressed the Center for Training proposal which needs to be revised and finalized in the very near future. It was agreed that Roca recruit some faculty, including at least a couple of faculty who went through the Electronic Academy, to help in the revisions. The importance of a clear and precise final document, one which provides incentives for faculty to explore technology in their teaching, was stressed, as was the importance of continued funding of the Center. Consensus was that it is important for us to get a good proposal in. Additional comments may be sent directly to Roca.

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Sylverna's written response to our questions from the last meeting was distributed; the LTR appreciates her prompt and direct response. The discussion turned to infrastructure, specifically wiring the dorms and wiring offices and classrooms. The LTR strongly advises that Students Affairs make wiring the dorms a priority, and Susan and Terry will communicate this advice to appropriate persons. The LTR strongly advises that money be found to immediately finish installing ethernet connections in department offices, faculty offices, and classrooms in Armstrong, Trafton, Wissink, and other classroom buildings. Susan and Terry will communicate this advice to appropriate persons.

## **New Business**

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Among important items for the LTR to consider in future meetings are classroom outfitting, microcomputer replacement cycle, technology fees, use policies, software licensing; we may need to look at the LTR's role and mission as well. Specifically, at our next meeting in three weeks A. Susan and Terry will have a draft of a "charge" to a sub-

committee to examine classroom outfitting; please send to Terry or Susan by 10/6 any ideas concerning what such a sub-committee needs to explore. B. Susan and Terry will have a draft of a "charge" to a sub-committee (or to the entire LTR) to look at the replacement cycle issue, including centralized vs. de-centralized purchasing; please sent to Terry or Susan by 10/6 any ideas concerning what needs to be explored. C. At a future meeting we need to invite VP Healy and the Student Senate President to begin a discussion on technology fees; Susan emphasized that this is a very sensitive series of issues.

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The next meeting (October 14) will focus on progress of the Design Team, Frank's ideas about "institutionalizing" the Electronic Academy, classroom outfitting, and the replacement cycle.

Meeting adjourned at 2:00.

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