**Educational Technology Resources and Policy Committee**

**Meeting of 2009 March 27**

**Minutes**

**Present:** Paul Andronis (Psychology), Mikhail Balaev (Sociology/Social Work), John Bruggink (Biology), Mike Burgmeier (Secretary, Library), Dave Donovan (Physics), Keith Ellis (Art & Design), Felica Flack (ADIT), Mark Flaherty (Chair, Music), Chris Kirk (HPER), Matt Smock (Instructional Design, Technology, and Media), Chris Wagner (Academic Computing)

Motion to approve the minutes of February 20, 2009: Donovan/Kirk. Minutes approved.

**Chair Report**:

Flaherty has sent notification letters to recipients of the TLC Student Awards. The awards will be given out during the annual Celebration of Student Research on April 16th. Flaherty asked committee meetings to attend the awards presentation if at all possible; watch for campus announcements noting the exact time and place of the presentation.

Academic Senate Committee Chairs met with the AQIP accreditation team this morning to report on the functions and activities of each committee.

**Academic Computing Report**:

With the end of the semester approaching, Wagner asked faculty to remind students to be sure to update their software if they have reimaged their computer this past year. This is especially important for software such as the Respondus LockDown Broswer, which is used to lock down the testing environment within WebCT. Refer students to the Academic Computing downloads page for a list of updates < http://download.nmu.edu/files.php?plat=win&cat=updates>.

Flaherty asked Wagner if anyone has reported sound distortion problems on the Lenove laptops. Donovan mentioned that he has experienced some distortion problems also. Wagner gathered additional details and made note to check the problem report logs when he returns to his office. He suggested turning off Kaspersky to see if the problems disappear. Andronis indicated that he has recently experienced the blue error screen a couple of times and inquired whether the newest Windows updates have been identified as a cause for this behavior. Wagner has not seen any reports related to the updates.

**Instructional Design, Technology, and Media Report**:

Instructional Technologist Tom Gillespie will be offering a workshop on Advanced WebCT Topics. The workshop will take place April 8th from 3:00-4:00pm in the CITE (LRC 128), and will be repeated on Thursday, April 9th from 3:00-4:00pm.

Smock announced that a new faculty development program, the Course Technology Innovation Project, has been funded through the Wildcat Innovation Fund. Stay tuned for more details.

**Unfinished Business**

**Faculty Laptop Distribution Proposal**

Donovan distributed a draft proposal to the TLC Steering Committee outlining problems associated with faculty laptop distribution along with recommendations to improve the process.

Wagner indicated that this past distribution, while it wasn’t advertised, you could buy your old hard-drive and return it for a refund within a week. Academic Computing has caddies that can be swapped out with the DVD-ROM drive so you can view both hard-drives on your computer.

Wagner also indicated that if faculty don’t return the laptop and are billed, as recommended in Donovan’s proposal, it causes problems with returns to Lenovo and raises copyright issues with some of the software.

Kirk suggested that the proposal be broadened to include university staff since some of the same issues that faculty experience also occurs with staff in his department.

Flaherty asked committee members to poll their departmental colleagues for additional examples of problems encountered during laptop distribution. Send examples to Donovan and he will try to compile for the next meeting.

**Good of the Order**

As the result of a recent case that went before the student-faculty judiciary, Flaherty wondered if the time-date stamp in WebCT was accurate and reliable. Smock indicated that WebCT is server-based and the time-date stamp should be a reliable indicator of when an assignment was turned in.

Flaherty reminded committee members that election of next year’s ETRPC officers will take place at the final meeting of the year, April 24th. Nominations will be taken at the April 10th meeting.

Meeting adjourned 11:55 a.m.

Respectfully submitted,

Mike Burgmeier,

Secretary, ETRPC