SUNY New Paltz Educational Technology Committee  
Minutes for the meeting of 11/12/09

Present: Susan DeMaio Smutny (co-chair), Orkunt Dalgic (co-chair), Jane Sileo, Doug Maynard, Dan Werner, Colleen Lougen, Lura Speth, Emily Trapp, Rachel Rigolino, Travis Nanek, Jack Wade.

Meeting called to order at 9:37am

Review/Approval of minutes of last meeting
The minutes for November 5, 2009 were approved with no corrections or additions.

Announcements
No Announcements.

Old Business – Further discussion of digital lecture capture and broadcast systems.

Emily introduced an article from Campus Technology magazine entitled “Capturing the Market”, an analysis of the most popular digital lecture capture and broadcast systems and their features.

Discussion about how to build faculty buy in of this technology and what path should be taken to address concerns and gather opinions among the faculty. The consensus was that representatives should address the deans and chairs of various schools rather than the entire faculty at present. There was also agreement that the graduate schools and ESL program could serve as strong departure points for this technology.

The committee would like to have opinions on this matter from the School of Science and Engineering. Susan said she would contact Paul Zuckerman about approaching the Dean of Science and Engineering.

Following extensive discussion of various systems, the committee spent the majority of the meeting breaking down the overall system needs into two categories—Essential and Desirable. The list of needs Rich media Technology follows:

Essential Features

● Cross Platform
● Scalable
● Quality Audio and Video
● Dependable (needs to always work)
● Interoperability with Blackboard
● Indexing and Searching capabilities
- Capable of Synchronous delivery
- Output to usable file types, streaming and on-demand (Standards and not proprietary based)
- Editable masters
- Turn-key (ease of) use by faculty in the classroom
- Closed captioning – rapid turnaround needed for ADA compliance and ESL
- Supported on campus by professional faculty

Desired Features

- Ability to record multiple sessions (capture and upload straight to server, rather than recorded by required separate appliance)
- Locally hosted (without need to buy appliance)
- Branding – Campus, department, student, etc
- State Contract
- Other uses besides classroom recording
  - Conferences
  - Guest speakers to and from the campus
  - Special events
  - Etc.

**New Business**--None

The meeting was adjourned at 10:55 am.

Respectfully submitted,

Jack Wade (Fine and Performing Arts)