MINUTES OF THE CENTRAL COMMITTEE ON EDUCATIONAL TECHNOLOGY MEETING

January 28, 2003

Present: Lynn Spangler (Chair), Hamid Azari-Rad (Economics), Jonathan Lewit (Computer Center), Paul Zuckerman (Computer Science), Kees deGroot (Education), Jay Palen (Telecommunications), Devon Duhaney (Secondary Education), Helise Winters (Continuing and Professional Education), Emily Trapp (IMS), Stephen Macaluso (STL), Brett Stone (Business), Giordana Grossi (Psychology).

I. Meeting started at 11:30 am. Minutes of 12/10/02 were approved unanimously.

II. Topic for discussion:
   A. Faculty need to be informed about technology upgrades and procedures to enhance their hardware/software capabilities. What are our upgrade procedures?
      1. New faculty learn about technology through their faculty orientation; through the manual from Computer Services; through their Dean.
      2. J. Lewit stated that overall computer upgrades should occur within a 3-4 year cycle (may be shorter for those who use more sophisticated software). Some computers, however, may have a life of 5-6 years).
      3. The SUNY New Paltz Helpdesk evaluates computers, earmarks those older still functioning computers that are being replaced to go to those departments that need less hardware/software.
      4. E. Trapp reported that some colleges have a computer/peripheral replacement schedule; an inventory of replacement parts; a procedure to channel older machines to less demanding sites.

   PROPOSED: Depending on individual technological needs, schools and departments should plan on replacing every faculty and professional computer every 3 or 4 years.
   Proposed: P. Zuckerman
   Seconded: H. Azari-Rad
   Passed Unanimously

III. Topic for discussion:
   A. 24/7 maintenance and support for hardware/software.
      1. Budgetary constraints do not allow for adequate staff support for 24/7.
      2. There is no emergency number a faculty/professional can call for assistance on weekends, after regular work hours. (Informally, specific staff monitor their area on their own time after hours).
3. Particular areas are critical to have functioning and without downtimes:
   Email, PowerPoint viewer, software backups for PowerPoint, SPSS, access to
   PowerPoint in all classrooms, and an alternate route to their inbox.

PROPOSED: The Technology Task Force has identified the availability of email on a
24/7 basis as the top priority of computer services to faculty and professional staff.

   Proposed: P. Zuckerman
   Seconded: H. Azari-Rad
   Passed unanimously

PROPOSED: The Central Committee on Educational Technology requests that
Computer Services must have applications such as PowerPoint viewer available on
classroom computers.

   Proposed: P. Zuckerman
   Seconded: E. Trapp
   Passed unanimously