

2003

UA1BC Final Report of 2002-2003 WKU Technology Advisory Council Meetings

Western Kentucky University

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Final Report of 2002-2003 Western Kentucky University Technology Advisory Council Meetings

The Western Kentucky University Technology Advisory Council was established on November 8, 2002. It is comprised of faculty, deans, department heads, directors, and students. What may set this council apart from other Instructional Technology groups is that its members are directly involved with the use of technology in the education of students at WKU, and they are not employed by any IT department. The members of the Council were chosen precisely to represent a cross-section of users. Not only do we use technology extensively in the classroom, many of us either are, or would like to be, involved in projects that require a higher level of technology than is currently available here at WKU. Thus, we are in a position to know *where* problems exist with the quality level of instructional technology available to us, but not necessarily *why* the problems exist.

November 8, 2002

At our first meeting, we discussed the purpose of the Council. The purpose of the Council, as defined on the Information Technology web site, is as follows:

“The purposes of the committee are first to examine the use of technology within the academy. Second to be aware of where we are heading with technology according to the Strategic and Operations Plan for Information Technology. Third, based on the present value of this information, the committee will articulate where they think we should be heading. Fourth, the committee will examine any new and/or emerging technologies that may present a practical, useful and value-added opportunity within the academy to enhance teaching and learning, and improve research. Finally, the committee will make recommendations concerning any changes in current direction and any uses of new technology within the academy and submit this to the Vice President for Information Technology in the Spring of each academic year.”

A listserv was created and a chair was elected before the meeting adjourned. No minutes

were taken at this organizational meeting.

January 31, 2003

For our second meeting, we developed a list of issues and concerns which were then addressed one by one by Dr. Kirchmeyer. Those issues concerned network bandwidth, security, computer upgrades/replacement cycles, software licensing, off-campus and extended campus access and issues, smart classrooms and technology enhanced classrooms, and ITV technology. This was an explorative meeting for both the Council and Dr. Kirchmeyer.

Of course, our greatest concern was the lack of adequate bandwidth here at WKU. The increasing pressure and encouragement to use technology along with the increased use of technology by faculty, students, library services and administration has not been met with sufficient bandwidth to support it. We understand, as Dr. Kirchmeyer has explained, that plans are in place to ease the pressure by Fall 2004.

Other notable points of discussion from this second meeting included:

- the issue of college labs and the need for operational funds to support them. This issue will be studied as a concern for future meetings.
- the issue of software licensing (e.g., faculty home use of SPSS). This issue was handled with uncommon speed as a direct result of this meeting.
- creation of a support site listing all available software with contact information, support, limitations, etc.
- facilitation of encouragement of faculty to back-up materials and update software. (e.g., Norton Anti-Virus)

April 25, 2003

In our final meeting on April 25, 2003, we decided upon the following structure for the Council. There will be three meetings of the full council:

1. A Fall (October or November) Meeting: This will be a question and answer

meeting for the Council to ask questions of Dr. Kirchmeyer. Questions will be brought forth from the Council subcommittees described below. We will also assess progress on the previous year's recommendations.

2. A Spring (January or February) Meeting: This is an investigative meeting whereby the Council can discuss items of interest as the result of the Fall meeting (and any interim subcommittee meetings) and items to be pursued in the interim between this meeting and the next Spring meeting. Dr. Kirchmeyer will also answer questions that required research or additional information from the previous meeting.
3. A Second Spring (April) Meeting: At this meeting, recommendations and motions from the subcommittees will be presented to the full Council for consideration in a final report with recommendations prepared for Dr. Kirchmeyer.

The following subcommittees were agreed upon:

1. Infrastructure/Security
2. Faculty Issues
3. Distance Learning/ITV/Extended Campus
4. Emerging Technological Integration
5. Student Technology

The current members of these subcommittees are in Appendix A.

Finally, the following recommendations representing the opinions of the Council were unanimously passed:

1. We believe that technology is sufficiently important to teaching, learning, administrative capability, library services, as well as, the future of the University that it should have a stable and predictable source of funding. Consequently, we recommend *line item funding*.
2. We recommend that all future faculty upgrades include CD-RW drives.
3. We recommend the addition of at least one smart classroom per college.
4. We recommend that the University create, and encourage the use of, technology enhanced classroom facilities based on the college and department needs, for example by placing multimedia projectors in classrooms.

In Conclusion

The first three meetings (and consequently the first year) of this Council were

largely introductory, yet still quite productive. We hope that Dr. Kirchmeyer gleaned some additional insights into the overall perception by the faculty of the technology quality level at WKU that are not reported here from the three in-depth conversations with the Council. The Council now has a purpose, an established structure, and an understanding of the task set before us for future years to follow. The subcommittees will be called upon at the beginning of the Fall semester and will be asked to meet prior to the Fall meeting. We will begin the new year with an established agenda and an established mechanism for pursuing those interests.

Appendix A

2003-2004 Subcommittee Members

Current members of each subcommittee include:

Infrastructure/Security

LeRoy Metze
John White
John Law
Tim Miller
Cathy Carey

Faculty/staff hardware/software/pedagogical needs

Nace Magner
Becky Tabor
LeRoy Metze
Barry Brunson
Jim Berger
Marge Maxwell
Raymond Poff
Jue Wang

Distance Learning/ITV/Extended Campus

Carol Wilson
Blaine Ferrell
Robert Wyatt
Steve White
Douglas Smith
Ron Stephens

Emerging Technological Integration

LeRoy Metze
John Law
Dick Bowker
Douglas Smith
Raymond Poff

Student Technology

Haiwang Yuan
John Law
Mark Staynings

Appendix B: Minutes

Minutes of Meeting of Technology Advisory Committee January 31, 2003

Chair, Cathy Carey, called the meeting to order at 1:00 P.M. **Members present were:** Nace Magner, Jim Berger, Rob Wyatt, Dick Bowker, Tim Miller, Mark Staynings, Barry Brunson, John Michael Law, Carol Wilson, Mike Binder, Byron Sleugh, John White, Becky Tabor, Douglas Smith, Haiwang Yuan, Ron Stephens, Blain Ferrell, Jeff Butterfield, Steve White, Cathy Carey, and Richard Kirchmeyer. **Members absent were:** Margaret Maxwell and Leroy Metze.

Dr. Carey announced that there were still a few members on the committee that had not subscribed to the listserv and requested that they do so as soon as possible. She asked if anyone had trouble receiving the attachments to the first e-mail she sent to everyone. Some members stated they did have trouble opening the attachments but confirmed receipt of the documents with the second e-mail.

Dr. Carey then turned the meeting over to Dr. Richard Kirchmeyer, Vice President for Information Technology. He drew a diagram of WKU's current Internet hierarchy and explained and pointed out the various source of problems, i.e., bottlenecks. He further discussed issues regarding bandwidth, security, computer upgrades, software licensing, off-campus access, faculty/staff computer maintenance schedule, computer labs - availability and support, smart classrooms, extended campus issues, and the next generation network known as KIH2. He further discussed a proposal to charge dorm residents a fee for high speed Internet in order to effectuate a plan to remove them from the backbone. He anticipates the fee to be approximately \$12.00 per month per resident to be implemented in the Fall 2004. Additionally, he advised that IT has submitted a proposal for grant funding to provide the capability to burn CDs on campus for faculty. He also announced that a portal pilot should be implemented in approximately 45 days.

During discussions, Dean Binder announced that the library would soon offer proxy software so that faculty and staff would be able to access library databases from their home computers.

After Dr. Kirchmeyer's presentation, Dr. Carey addressed the committee and asked how are we going to do it? After some discussion, the committee agreed that it needed to be divided into subgroups to address the issues discussed at the meeting today. John White and Doug Smith volunteered to serve on the Smart Classrooms subcommittee. Dr. Carey stated that she felt it would be in the best interest of the committee for everyone to again review the IT Strategic and Operations Plan, the Student Surveys for 2000-2002, and the Laptop University Plan; identify what subcommittees need to be formed; and then prioritize those subcommittees. The members of the committee agreed that they would e-mail each other regarding their thoughts about the formation of subcommittees and advise to which

subcommittees on which they would be interested in serving.

A motion to adjourn the meeting was made and seconded. Dr. Carey adjourned the meeting.

Respectfully submitted,
Shelia Houchins