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# UA1B3 Technology Advisory Committee Meeting Minutes

Western Kentucky University

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**Minutes of Meeting of  
Technology Advisory Committee  
April 25, 2003**

Chair, Cathy Carey, called the meeting to order at 12:00 P.M. Those in attendance included Leroy Metze, John White, John Law, Tim Miller, Nace Magner, Becky Tabor, Barry Brunson, Jim Berger, Marge Maxwell, Carol Wilson, Blaine Ferrell, Steve Wyatt, Steve White, Douglas Smith, Ron Stephens, John Law, Dick Bowker, Douglas Smith, Haiwang Yuan, John Law, Shelia Houchins, and Richard Kirchmeyer.

The February minutes were approved via the discussion list.

Dr. Carey read the Chair's Report to the committee and distributed a copy of unofficial on-line questionnaire results to the committee. (The committee had been polled to rank issues of priority.)

The next item on the agenda was Old Business. The first item discussed was the structure of the Technical Advisory Council. It was determined that the Committee would meet three times per fiscal year. The first meeting will occur in October and will consist of a question and answer meeting. The Council will bring forth questions to ask Dr. Kirchmeyer at this time. The second meeting will occur in February and will be an investigative meeting. The Council will discuss items of interest resulting from the fall meeting and from any subcommittee meetings during the interim. The third meeting will occur in April and the subcommittees will present recommendations and motions to the Council for consideration. A final report will then be prepared and submitted to Dr. Kirchmeyer.

The next item on the agenda under Old Business was discussion regarding forming formal subcommittees. The following subcommittees with members were formed:

**Infrastructure/Security**

LeRoy Metze  
John White  
John Law  
Tim Miller  
Cathy Carey

**F/S hardware/software needs and faculty computing needs**

Nace Magner  
Becky Tabor  
LeRoy Metze  
Barry Brunson  
Jim Berger  
Marge Maxwell

### **Distance Learning/ITV/Extended Campus**

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

### **Emerging Technological Integration**

LeRoy Metze  
John Law  
Dick Bowker  
Douglas Smith

### **Student Technology**

Haiwang Yuan  
John Law  
Mark Staynings (added per e-mail)

Under New Business, the results of the unofficial questionnaire ranking IT topics of priority were discussed. It was noted that additional smart classrooms ranked number one on the questionnaire. The campus portal and faculty/staff computer maintenance tied as second ranked priorities on the survey. Network security and support for more college computer labs tied for third. However, given that potentially important issues were not on the list, and given that the new subcommittee structure would allow further study of issues of priority, it was decided by the Council that the unofficial questionnaire results were no longer relevant.

After discussion of the questionnaire results, Dr. Carey made a call for motions. The committee made the following recommendations:

1. Technology is sufficiently important to teaching, learning, administrative capability, library services and the general functioning of the University that it should have a stable, predictable source of funding such as 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.

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

Respectfully submitted,  
Shelia Houchins

\*This recommendation was amended via the discussion list in the days immediately following the meeting.