

12-5-2012

ASSC minutes 12/05/2012

Academic Support Services Committee

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Minutes for the meeting of the Academic Support Services Committee

December 5, 2012, McGinnis Room, Library

Present: Matt Johnson, Rose Murphy, Sylke Boyd, LeAnn Dean, Jim Hall, Roger Boleman, Lisa Harris

Guests: Jayne Blodgett and Jeff Ratliff-Crain

Absent: Joel Eisinger, Joseph Beaver, Zak Forde, Alex Kies

Minutes:

The minutes from 4-27, 9-14, 10-25 have been passed by e-mail vote. Again, no quorum was achieved. The minutes from 11-15-2012 will be put for approval by e-mail.

IT Recommendations

As Jim Hall explains in an e-mail, a task force has developed recommendations that may serve as guidelines for the technological development of the Morris Campus, see attachment A. He is asking for endorsement of these guidelines by the ASSC.

At the center is the accommodation of an increasing number of personal electronic devices, such as laptops, tablets and smartphones. SB asked about a standardized format for software or a recommended device configuration. JH responded that certain common software will be available to be installed for a low student fee, which is no change to current status. LD inquired about funding and the influence of RAR. It was clarified that these are guidelines to guide future technology acquisitions. JRC inquired about the future role of the computer labs across campus. It was clarified that these labs will be needed for many specific tasks, such as online exams, special software, group work, library use etc, and will be maintained and supported in the future.

An e-mail with a request for endorsement will go out to the committee members.

Yay: SB, RM, MJ (12-5-2012)

Nay:

Abstentions:

Undergraduate Journal

JB and JRC provided a handout about this idea, see attachment B.

An Undergraduate Journal would be an online publication that showcases extra-ordinary student work across all disciplines. That may include senior seminars, recitals, presentations. Items would be submitted twice a year after final exams, by faculty, with a limit of two submissions per faculty member per submission period. The target date for the activation of this journal is Summer 2013. There will be no selective process on the Journal side. Each submission will need to be accompanied by a release statement from the student. Publication needs to be aware of copyright issues, for example only parts of a theatre production might be made available by streaming video. The videos will be hosted by Instructional and Media Technology. A link should be placed on the UMM front page to increase visibility and impact of this publication. Comparison schools have been evaluated for their efforts to recognize and disseminate student work. Therefore, UMM should also increase efforts in this direction. A discussion about a possible name for the publication centered around a contest. The committee recommended to survey students (MCSA), faculty and UMM Relations separately, in order to maintain

the final editing vote. RM proposed to have a student from the Center for Small Towns assist with the process. Another suggestion was to include rotating images from all disciplines in the cover design.

The request for endorsement will go out by e-mail to the committee members.

Yay: SB, MJ, RM (12-5-2012)

Nay:

Abstentions:

Humanities Building and Construction projects:

LH reported on an inspection of the Humanities building, in which a lack of effective air conditioning makes some class rooms unusable during the summer months. This affects the last weeks of the spring semester and in particular the first several weeks of the fall semester. The window units on the 2nd floor southside are very noisy. One proposal is to replace the two units per room with newer models centered along the window wall. The third floor class rooms have no outlets on the window wall. One possibility would be to install roof units for the top floor. All plans need to take into account that the electrical capacity of the current AC network in the building is limiting the number of AC units that ,may be in operation at any given time. In addition, the building is listed by the historical society, and may not undergo any changes to its appearance. Hence energy-saving measures such as shade installation on the outside of the building are not possible.

LH also reported on the proposed HEPRA funds for next year, see attachment C.

Scheduling for the Spring semester

SB asked all committee members to keep their Google calendars up to date. If somebody does not use Google cal, please submit a schedule to SB, for example as in Attachment D. The timing of the next meeting will be announced by e-mail.

Respectfully submitted by Sylke Boyd, 12-6-2012

Attachment A

From Jim Hall, Re IT recommendations: 12-3-2012, via e-mail to committee

Since we ran out of time at the last ASSC meeting, we didn't get to wrap up the IT recommendations discussion. As a reminder before Wednesday, here is a brief status of the IT recommendations:

The IT recommendations was the result of a partnership with the campus - including listening sessions with students, faculty, and staff - spanning Fall semester 2011 and Spring semester 2011. We delivered our Morris Campus Technology Strategy document in May, earlier this year. This new IT planning document makes recommendations across five major areas:

1. **Essential needs** : Projects and activities that must be addressed immediately. While these are not necessarily prerequisites for other sections, the essential needs represent high priority issues, including networks, security, and web.
2. **Structural needs** : Issues that provide clarity in technology support, including "Where do I go for help?"
3. **Resource needs** : Concerning budgets and technology replacement strategies for the Morris campus.
4. **Educational support** : Recommendations that support electronic learning, technology awareness, and research needs of the campus.
5. **Technology services** : Items that address specific needs and campus projects, such as the learning commons and student printing.

The order of these recommendation sections is approximate. For example, placing educational support fourth on the list does not suggest a particular priority for supporting the educational mission of the university. Rather, the sections before it (regarding *essential* needs, *structural* needs, and *resource* needs) will provide a foundation that will improve our technology support and services for teaching, learning, and research.

A few items have already been completed, or have made significant progress:

- **Network upgrade** : We worked with the Office of Technology to provide a "faster, better, stronger" campus network, including improved wireless support and coverage. The new network was completed just before the start of Fall classes. Our next phases will improve wireless coverage in the residence halls, and in other campus buildings.
- **Active Directory ("AD") rollout to campus** : Most staff and some faculty are now using Active Directory. If you're on AD, you simply use your Internet ID and password to login to your computer, and have access to network drives to save your important data. More features will follow.
- **Web reskinning** : In September, we rolled out a new website that looks great on both mobile devices (smartphones, tablets) and desktop browsers. Morris was the first *campus* in the University of Minnesota system to have a mobile-enabled front page, and now the first campus to have a fully mobile-enabled website.
- **Campus technology "tips & tricks"** : Pam has led the "Wake up to technology" seminar series over the last several years to introduce new technology topics to the campus, and provide

reminders on existing technology. You may have attended some of my sessions about how to use Gmail for class instruction and office work. Look for more "tips & tricks" this year.

Other projects that are currently "in progress":

- **Learning commons** : The Library led an effort over the last year or so to define a future learning commons space. This will provide a common location for checkout of materials and technology. Currently awaiting funding and construction approval.
- **University IT policies** : We continue to work with other campus units to meet U of M IT standards and policies. We want to work with you as a partner. If we can help, please let us know!
- **BYOD or "consumerization" technology strategies** : I've previously discussed the increasing trend towards "BYOD and e-learning".
- **Mobile campus web app** : Now that we have a fully mobile-enabled campus website, we have retired the m.morris.umn.edu site. However, we intend to bring this back at a later time, as a new mobile campus web "app" to help you see what's happening around campus.
- **Building technology** : You may have seen some improvement in these areas already, as the campus takes advantage of opportunities. For example, this summer Plant Services installed mobile charge points in several locations across campus. If you need to charge your phone or iPad, just stop by the Student Center, Library, or Welcome Center.

We have a lot on our to-do list already, but that's not all. Over the next year, we will continue to address the IT recommendations. We're planning on several projects to do just that. In no particular order:

- Funding for technology
- Encouraging more e-learning and m-learning
- More direct support for campus research
- Web content management

Attachment B

UMM Undergraduate Publication

History

Jayne Blodgett and Jeff Ratliff-Crain approached the Dean and Division Chairs with three options for moving forward with an undergraduate research:

- All student works (URS, senior seminars, honors presentations, student recitals, etc.)
- Undergraduate projects from only UMM students
- Undergraduate projects from students anywhere in the US (similar to *Metamorphosis*)

While the Dean and Division Chairs were interested in the possibility of starting a publication open to all students in the US, they thought, as did we, it might be best to start with only UMM students. They were concerned about quality issues if all student works were entered into the institutional repository.

Jeff and Jayne were asked to move forward developing submission guidelines for the publication and to meet with ASSC for consultation.

Submission Guidelines

Faculty may submit up to two papers a semester.¹ (Allowances can be made for semesters where you have more than two exemplary papers.) Submissions are due to Jayne Blodgett by January 15 and June 1 of each year.

- The articles published in this journal will reflect appropriate scope and complexity for excellent undergraduate work. Submissions should represent the top level of work you've seen in your time as a faculty member (not just in the semester)
- The primary author/creator of a submitted work must be an undergraduate student. Additional authors/contributors other than the primary author/creator may include other undergraduate students and/or the faculty mentor or supervisor.
- Only original papers/creative works (not published or accepted for publication elsewhere) will be accepted. If you intend to publish elsewhere, be sure to prevent possible copyright issues.

If something does not fit the criteria or if you have questions about the criteria please contact Jayne Blodgett or Jeff Ratliff-Crain.

Examples of acceptable projects could include

- Independent research or creative activity that may be associated with UROP or MAP
- Projects and papers from course assignments that significantly move beyond course expectations

¹ This would not preclude disciplines interested in posting all student works from doing so.

- Creative works including creative writing, studio art projects, musical performances, musical composition, costume design, set design/lighting plots (with a description of the work and photos portraying the work)

Future

What would we like from ASSC?

- Endorsement of the concept of having a undergraduate student publication
- Suggestions for how to make the submission guidelines as clear and inclusive as possible
- Suggestions for how to encourage faculty involvement
- Ideas for the name of the publication

Our hope is to have this in place so the first volume can be published in Summer 2013.

Attachment C: HEPRA allocation

12-5-2012
 NDN. ASSE Mtg.

Category	Building	Project Description:	Est. Cost	Driver
Building System	Student Center	Edson Auditorium Lighting Upgrade	\$ 250,000.00	FCA
Building System	Humanities Fine Arts	Theatre Upgrade	150,000.00	FCA
Health & Safety	Student Center	Fire Alarm Upgrade	120,000.00	FCA
Health & Safety	Campus Wide	Pedestrian Lighting Upgrade	50,000.00	FLS
Building System	Behmler Hall	Programatic Renovation	170,000.00	Infrastructure
Building System	Rodney A. Briggs Library	Programatic Renovation	130,000.00	FCA
Building System	Campus Wide	Building Meter Replacement	50,000.00	FCA
Building System	Rodney A. Briggs Library	Flooring Replacement	50,000.00	FCA
Building System	Humanities Fine Arts	Metal Roof Replacement	150,000.00	FCA
Health & Safety	Campus Wide	Sidewalk Replacement	100,000.00	FLS
Accessibility	Humanities Fine Arts	Elevator Modernization	150,000.00	FCA
Building System	Humanities Fine Arts	Cooling Tower Frame Replacement	50,000.00	FCA
Building System	Heating Plant	Biomass Natural Gas Burner Installation	100,000.00	FCA
UNM Total 2012 HEPRA Allocation			\$ 1,610,000.00	

2012 HEPRA (based on \$50M)
 UNM Allocation is \$1,610,000

Sound system RIK

Attachment D: Schedule

Name _____

Semester (F or Sp) and year __ Spring 2012 _____

Seeking schedule for (name of group/committee): ____ ASSC _____

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