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ASSC minutes 02/24/2012

Academic Support Services Committee

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Academic Support Services Committee
February 24, 2012
8:00 to 9:00 am
McGinnis Room

Present: Rose Murphy, Sylke Boyd, Joe Beaver, Zac Forde, Ellis Valentiner, Jim Hall, LeAnn Dean, Roger Boleman, Lisa Harris and Tracy Otten

Unable to attend: Matt Johnson

I. Meeting was called to order at 8 am.

II. Minutes:

The minutes from the January 23, 2012 were approved with the following corrections:

- Camtasia is available on a single workstation carrel #251.
- Sylke teaches during the 11am meetings scheduled this semester.

III. Director's Updates:

Computing Services / Jim Hall:

- Computing Services has been working with the Twin Cities network team to upgrade our campus network and wireless. Some on-site work began in January and February, but the upgrade won't be complete until summer. A new network router was installed last week and he outlined the next steps that will bring this into the campus network:

Wednesday, February 29 at 6:00am

The Twin Cities network team will activate the new router. You may see the network become slow for 5-10 seconds if you are logged in at 6:00am. They are making this change in the morning to avoid impact to the campus.

Monday, March 12 (first day of Spring Break week)

They will start routing traffic from each of the campus buildings through the new router. This work is likely to be more noticeable, up to 5 minutes but only for the building that is being activated at that time. (For example, you may not be able to send emails in Gmail or edit new documents in Google Docs during these 5 minutes.) Unfortunately, the Twin Cities network group is not able to make this change after hours, so they have scheduled the first day of Spring Break week to minimize the impact to teaching & learning. Jim will share a schedule in the next few days to indicate when each building will be added to the new router.

- After these changes, he does not expect to have any visible changes on the network until after graduation in May but work will continue as follows...

March:

- Bring in new network gear at Behmler Hall. This controls the "core" of our campus network.
- Review of campus network, including wiring and equipment.

April:

- Upgrade network equipment in residence halls, campus apartments, and similar non-academic buildings.

May: (after graduation)

- Upgrade network equipment in academic buildings. Computing Services will coordinate with the summer program to minimize the impact of these changes.

During the summer, they will upgrade the wireless network across campus. Based on similar network upgrades at the Twin Cities, they expect to see a 20% improvement of our wireless network just by replacing the wireless access points with new devices. This will also give us a new wireless network for guests to use when visiting the campus. After the wireless upgrade, they will collect statistics and analyze the wireless network coverage, and work to improve wireless in areas that need the most help. Focus areas will include the Library, Student Center, and HFA buildings.

Jim expects to finish all network upgrades before the start of fall term.

Instructional and Media Technologies / Roger Boleman:

- Roger told the group that staffing remains a primary concern. Funding for the Senior Communications Technician position has been approved and the job has been posted locally. However, due to the low number of applicants they have decided to rerun the listing in Alexandria and Wilmar as well.
- Student workers have been trained to assist with faculty transitioning from Moodle 1.9 to 2.0 as Pam Gades is out for medical reasons. A lot of faculty have not yet made the change and may need help. They would like everyone to migrate by the summer.
- Money has been allocated to replace the classroom projectors in Imholte Hall but this will not cover ongoing costs related to maintaining the equipment. Any remaining money will go toward the projectors in the science building. He also mentioned that he may submit a Tech Fee proposal for an additional projector to be used in one of the HFA music classrooms. The high ceilings in the space will require a special projector that works from a greater distance.

Briggs Library / LeAnn Dean:

- The "Open Access" issue remains unresolved. Federal mandates require that federally sponsored research is made available in nonproprietary fashion. There is a pending reversal of this mandate.
- Library involvement in the Program Review process continues in collaboration with the disciplines scheduled for review.
- The library continues to draw a lot of local children into the library through the TREC and ESL programs.
- The library currently has 4 student interns.
- Upcoming events include Game Night on March 2nd and Prairie Gate Literary Festival the end of March.

- The Learning Commons Task Force is busy making preparations for the Wine & Wikis Technology Showcase to be held Tuesday, April 17, 2012 at the LaFave House. The event runs from 2:30 to 7 p.m. and all faculty and staff are invited to attend. Food from Bello Cucina and the Common Cup will be set up throughout the house. Guests from the University of Minnesota Office of Information Technology, Scott Studham --Vice President and CIO, and Ann Hill-Duin -- Associate Vice President and Associate CIO, will speak at 3 p.m. LCTF is currently soliciting proposals for poster-format presentations during the event. Proposals are encouraged on topics related to the use of technology at UMM.

IV. Other Updates:

Tech Fee Update / Zac Forde:

- Zac reminded the committee that Tech Fee proposals are due later today. At this point he has received 24 submissions and is pleased with the variety of requests. He also feels positive about the outreach MCSA has done to encourage submissions, demystify the process and reach groups that may not have previously considered applying.
- They have a maximum allocation amount of \$211,000 this year. The hearings will take place on March 2nd and 3rd, in the Science Building, Room 1020. They are open to the public.
- Outreach is planned for awarded proposals to clarify the spending timeline and efforts will be made to identify proposals that may have installation issues that could prevent timely expenditures of funds. Lisa Harris and Lowell Rasmussen will assist with this on the Plant Services side.
- Zac stated that he has also been working to train other students he's working with to carry on the changes and improvements that have been made to the Tech Fee process in the past few years.

Plant Services / Lisa Harris:

- HFA videoconference room – new furniture should arrive within the month. In the meantime, the space is available for use.
- Duplicating is changing to paperless billing. Previously they wrote up orders on carbon paper forms and billed from them. They are installing an auto billing system where customers will receive an e-statement. Dave Jones will be retiring in April so they have introduced two student workers to assist Nancy.
- Recycling is making some changes to its collection process to make better use of its student sorters and improve recycling efforts on campus. Campus recycling is currently at 27%. They are changing collection sites by introducing receptacles that allow for comingling of all bottles (plastic and glass) and all cans (aluminum and steel). They also plan to identify spots where recycling bins could replace garbage cans (i.e. post office and library). They would also like to avoid ever having a lone garbage can without a recycling alternative. They plan to upgrade roughly one building per week and hope to have residence halls changed over before next fall.

V. Meeting adjourned at 9am. The next meeting will be held Monday, March 26th 11 to noon.

Respectfully submitted by Tracy Otten