

University of Minnesota Morris Digital Well
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Academic Support Services Committee

Campus Governance

12-11-2014

ASSC minutes 12/11/2014

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Minutes ASSC 12-11-2014

December 12, 2014

McGinnis Room, 8-9 am

Committee members: Tisha Turk, Leann Deane, Brenda Boever, Michael Cihak, Jim Hall, Sylke Boyd, Saesun Kim,

Guests: Ellery Wealot and Jayne Blodgett (MCSA)

1. The **minutes** for the 10-30-2014 meeting were accepted.

2. **Tech Fee Procedures:**

EW explained the procedures and the scheduling for the current tech fee allocations. The MCSA will hold hearings over a span of three days, from Feb 27 to March 2 2015. The initial proposal will be due by mid-February. All interested parties are required to consult with one representative of the tech fee committee (a pool of 15 to 20 people) before the submission of a proposal to include the necessary corrections and adjustments and be in compliance with all tech-fee regulations. The open hearings are a parliamentary procedure. The available funds are not exactly known, but are in the range of two hundred thousand dollars, including a \$55 000 carryover from the previous year.

The discussion moved toward class room equipment, and a needed transition from analogue to digital projection technology. MC's department is relying heavily on tech fee to accomplish this process. The Instructional Media department only has a budget of \$19000 available, which is also subject to the current budget cutbacks of 9%. This will not allow to renew the infra structure.

The committee discussed whether the use of tech fee for the maintenance of university hardware, such as necessary class room equipment is ethically justifiable. We will invite Lowell Rasmussen, Vice Chancellor, to continue this discussion and perhaps envision different scenarios.

3. **UMM Tech Strategy Planning Effort:**

JH reported that a group of 10-11 people has been formed, and a charge letter has been issued for this effort. The process is slower than anticipated, and the current target date for the reformulation of the tech strategy is April 2025.

4. Reports:

- a. Office for Academic Success: BB reports that her first semester in the Office of Academic Success was a learning experience. There is a need for support for students with visual impairment. For example, the office was charged \$28 per hour (for a month) to produce a Braille version of a needed text book. The service was provided by an office on the Twin Cities campus. Challenges arise when such unexpected expenses occur.
 - b. Library: LA reported on plans for open library hours before the exam week. There is a planning initiative about the mission statement of the library, and for the idea of a “personal librarian”.
 - c. Instructional Media and Technology: MC is in the process of his department to revise policies and procedures, redefine service roles, since he only recently took over this department. He laid out the structure of his group, including instructional technology, the help desk. Video conferencing, ITV, media productions and equipment and member support services. He reported on plans to renew the broadcasting studio for CMR, and some facility modifications.
5. The meeting was adjourned. The next meeting will be held in spring semester, time and place tba.