

Technology Council Notes

September 18, 2007

<http://www.d.umn.edu/cehsp/technology/>

Present: Jim Antilla, Angela Fellman (CSD alternate), Kent Brorson, Amanda Evans, Jim Jarvis (HPER), Jackie Millslagle, Gerry Nierengarten, Karen Plass, Holly Price (CSD)

Absent: Jenna Clark (Educ), Monica M. Gunderson (Educ), Ben Mattila (HPER), Linette Schwantke (Psychology), Katie Baxter (CSD)

1. Introductions

2. Membership. Members are listed online, at:

http://www.d.umn.edu/cehsp/administrative/tech_council/council_members.html

- We'll work on getting more representatives from departments.
- There should be two student representatives per unit. We had full complement last year, except for the Student Senate representatives.
- Additional faculty representatives might be able to provide additional information when we discuss proposal requests.
- Departments could remind/encourage student representatives to attend; staff could remind the departments of the remaining meeting dates, as dates have been set for this whole year - for 2007: **October 16** and **November 20**; for 2008: **February 19**, **March 18** and **April 15**.

3. Role of the Council. The Technology Council serves an advisory role to the college regarding technology proposal requests. How many meetings do we want to have in a year? How often do we want to consider proposals each year? Should students be able to submit proposals? (CLA does this, but they have higher tech fees [\$150 vs. \$125]). Do we want to have people who submitted proposals also make presentations? Do we want to vote on proposals? This committee is not in the constitution, so no formal process is needed to make changes.

4. Proposal Process. Proposal criteria are included on the web form, at:

http://www.d.umn.edu/cehsp/administrative/forms/technology_proposal.html

Discussion:

- We have about \$124,000 for this year.
- If a department isn't represented, and a proposal from that department doesn't get approved, that's OK. If a proposal is not approved at a meeting, would it be considered again later?
- Approval requires understanding; we can approve a proposal without any department representatives if we understand it.
- If you have \$100K and get \$150K in requests, will we give all the funds out the first night? Will we give it all out first semester? It seems reasonable to set an amount for fall (i.e., a little less than half) and an amount for spring.

- Could a representative send their opinion in via email? This could work if the proposals were shared a week before the vote.
- People could certainly email their opinions, but voting by email would be complicated (i.e., if the dollar amount were reduced by the committee at the meeting, the proposal would have changed).

Votes Taken:

- Membership - Vote - Student Senate: Kent moved to drop the Student Senate representative positions. Jim Jarvis seconded. Motion passed unanimously.
- Membership - Vote - Departments: Gerry moved to have two student representatives and one student “alternate” per department, plus one faculty representative per department. Jim Jarvis seconded. Motion passed unanimously.
 - There will be 15 voting representatives when all are present. [The technology staff are ex-officio, and do not vote; likewise, if Jackie Millslagle attends, she is ex-officio, and does not vote).
 - Jim Antilla will contact department heads about department representation on this committee.
- Schedule and Meeting Time - Vote: Jim Jarvis moved to keep the scheduled dates, and the starting time of 5 p.m. Holly Price seconded. Motion passed unanimously.
- Schedule Adjustment - Vote: Kent moved to alter the schedule and drop the December 18 and January 15 meetings, because they are after the last day of fall classes and before the first day of spring classes, respectively. Gerry seconded. Motion passed unanimously.
- Budget and Proposals - Discussion: We have about \$124K; that will include replacing up to 25 percent of our computers annually, leaving maybe \$100K for proposals, or \$50K per semester. The budget includes three tech salaries; Sam Bradley, a temporary hire, is being paid on other funds found by Jackie. Guideline: Let’s plan on granting 50 percent of the annual available proposal funds each semester.
- Proposal Due Date - Vote: Jim Jarvis moved that proposals be due a week before each committee meeting, and that we consider proposals at every meeting. The committee meets October 16 and November 20 this fall, which would mean two fall proposal deadlines (October 9 and November 13). Holly seconded. Motion passed unanimously.
- Quorum - Vote. We are less concerned with setting a minimum required number of people to be present for voting (i.e., a quorum), than that students be in the majority. Kent moved that voting can occur when more students are present than faculty. Jim Jarvis seconded. Motion passed unanimously.

Karen Plass, recorder