Student Tech Fee (STF) Oversight Committee

Minutes of Meeting: January 19, 2005


Guests: Bob Kuhn, Robert Doolos, John Borne, Mike Colyar, Tammy Adams, Joe Hutchinson and Saundra McGuire

Materials distributed:
Minutes from November 29, 2004 meeting
Memo from Dr. Saundra McGuire Requesting Space for Computer Tutoring Lab
Collaborative Proposal from CELT, Computing Services and Office of the Registrar for Reconstructing Space, Teaching, Technology and Learning
Computing Services Proposal for Public Access Computing and Classroom FY 05-06 (Revised 1/19/05)
Middleton Library Classrooms Executive Overview
Computing Services Access Points and Costs on LSU Campus
CELT Proposal for Multimedia Classrooms FY 05-06 (Revised 1/19/05)
Office of the Registrar Faculty Multimedia Classroom Survey Comments

I. Welcome and Introduction.
   The meeting was called to order by Jerry Baudin at approximately 2:11 p.m.

II. Old Business:

   A. Approval of the January 19, 2005 Minutes (Jerry Baudin)
   Will Hennegan motioned for the approval of the minutes; Spencer Sissell seconded the motion. The minutes were unanimously approved.

   Brad Golson asked that the STF Committee minutes be placed on the Student Government website. The Office of Computing Services (OCS) will work with the STF website committee to place the official minutes on the STF website and create a link to that site on the Student Government website.

   B. Response to three issues raised at the November 29, 2004 meeting
   The following requests were made at the November 29, 2004 meeting. Student members would visit rooms proposed by OCS for furniture upgrades to determine the need (CEBA 1302, CEBA 2301, and Coates 263 Front Desk). The Public Access Software sub-committee would review the OCS recommendation to remove and add certain software in the public access labs. OCS would prioritize the projects in their FY 05-06 proposal.

   In addressing the first issue, the student members recommended to replace the chairs in CEBA 1302 but not the desks. Replacing the chairs only would have a proposed cost (see attached) of $12,750. The students did recommend approving the OCS request for CEBA 2301 and Coates 263. Bill Beyer asked that the minutes specifically reflect that OCS continues to endorse all furniture upgrade recommendations in their FY 05-06 proposal; he stated that OCS was not only responsible for maintaining the technology in the Public Access Labs but also the appearance of the furniture. The final student recommendation for furniture upgrades was as follows: funding of $12,750 for CEBA 1302 chairs only, $23,000 for CEBA 2301 and $5,750 for the front desk area of Coates 263, but not to approve funding of $85,000 for CEBA 1302 desks. This discussion was continued during the OCS presentation of their FY 05-06 request.

   In response to the second issue, the subcommittee agreed with the OCS software recommendations which would also increase FY 05-06 software budget to $170,000, an increase of $20,000 over FY 04-05 budget. Brad Golson motioned for the approval of software funding; Heath Hattaway seconded the motion. The motion was unanimously approved.
In response to the third issue, OCS priorities for FY 05-06 are contained in the attached proposal for Public Access Computing and Classroom FY 05-06 (Revised 1/19/05). The committee discussed the scaling down of the Gym Armory (Spinosa Lab) from 40 machines to 12 machines. Robert Doolos stated that faculty demand for multimedia classrooms is greater than the supply. The committee asked if the Registrar's office could use the Spinosa Lab to help alleviate the demand, which would require that control of the lab be turned over to the Registrar's office. Robert Doolos will look at the lab to determine if it can be used as a general purpose computer classroom and will report back to the committee. As a result of this discussion the Gym Armory Security Re-wire ($1800) was deferred at this time.

C. Continuation of FY 05-06 Request from Computing Services (John Borne) handout
The Office of Computing Services (OCS) discussed their proposal for Public Access Computing (PAC) FY 2005-2006 (Revised January 19, 2005). They requested funding of $1,561,720 for recurring costs and life cycle upgrades (see handout for detailed list) and $286,660 for four new projects (see handout for detailed list). The proposed FY 05-06 budget for recurring costs is an increase of $115,586 over the approved FY 04-05 budget. Funds for furniture replacement are included for the first time since the inception of the STF.

Heath Hattaway made a motion to fund all requested recurring and life cycle upgrades except CEBA 1302 desks for $85,000 and the Gym Armory (Spinosa Lab) for $1,800; leaving a budget of $1,474,920 for the items; Will Hennegan seconded the motion. The motion was unanimously approved.

The OCS proposal also included 4 new projects. The first new project was for a virtual access lab pilot. OCS anticipated that a pilot could be run and results given to the committee by Fall 2005. If this pilot is successful, OCS believes that the need for Public Access labs will be diminished or eliminated. Funding of the recommended project would total $144,000 including $63,000 for hardware and licenses, $80,000 for four application servers and $1,000 for telecommunications. Bill Beyer motioned for the approval of the virtual access lab pilot; Heath Hattaway seconded the motion. The motion was unanimously approved.

The second new project was for a Union Information Desk. This project would provide internet access at the Student Union Information Desk, a pay-for-print station, and an events display in the Union. The pay-for-print station would be maintained by STF personnel already working in the Union. Concerns for maintaining and programming an events display were discussed and it was suggested that the Student Union possibly submit a discipline specific proposal for the Axis TV System. Heath Hattaway motioned for the approval of the three Email Stations ($3900), the PS20 Network Release Terminal ($1300), and the HP Printer B/W ($2300) for a total of $7500; Will Hennegan seconded the motion. The motion was unanimously approved.

Third new proposed project was for Distributed Internet and Printer Kiosks which would fund email stations to help students to quickly check email between classes. The original proposal called for a total of twenty-five (25) kiosks with five devices at five (5) different locations. The committee amended the proposal to a total of fifteen (15) machines in five (5) locations with no more than three (3) machines per site for a total funding of $49,550. Heath Hattaway motioned for approval with the amendments; Will Hennegan seconded the motion. The motion was unanimously approved.

The fourth new proposed project was for a Multimedia Technology Lab. The lab would provide high end multimedia equipment for students to checkout (such as cameras for making films) and software for editing video or still images. The committee expressed concern about the demand for such equipment or software. The committee asked the student members to determine the demand for such items and report back to the committee at a later time. Brad Golson motioned to not fund this project at this time; Michelle Gieg seconded the motion. The motion to not fund was unanimously approved.

D. Continuation of FY 05-06 Request from CELT (Tammy Adams) handout
Tammy Adams presented a revised request (dated January 19, 2005) for CELT for FY 05-06. Tammy addressed the committee request from the November 29, 2004 STF meeting to recommend a means to monitor faculty utilization of the technologies in the Multimedia Classrooms (MMC). Tammy said CELT, OCS and the Office of the Registrar met and developed three ideas for monitoring such utilization; student surveys, OCS would capture utilization rates electronically, and self reporting by faculty. Since each approach has some problems, they would continue to refine the concepts and report at a later meeting. Michelle Gieg motioned for the approval of the proposal as recommended with no changes; Theresa LoBianco seconded the motion. The motion was unanimously approved.
III. New Business:

A. Center for Academic Success Request to Use 263 Coates Hall Public Access Lab for Tutoring (Saundra McGuire)

Dr. Saundra McGuire appeared before the committee to request the use of the mezzanine area of the STF Public Access Lab in Coates 263 on Monday, Wednesday, and Friday from 12:00 noon to 5:00 p.m. The tutoring program at this time does not have a designated lab to hold tutoring sessions. Generally, they request the use of a general purpose classroom through the Office of the Registrar; however, for the Spring 2005 semester the Registrar’s office has not been able to find available space for the tutoring program. Therefore, Dr. McGuire is requesting restricted use of the upstairs portion of 263 Coates Public Access Lab for tutoring use on Mondays, Wednesdays and Fridays from 12:00 to 5:00 PM. This would give the program approximately 20 computers to provide tutoring to LSU students. Heath Hattaway motioned for the restricted use of the lab during the days and hours stated; Will Hennegan seconded the motion. The motion was unanimously approved.


Joe Hutchinson presented a FY 05-06 proposal to create a unique classroom in which instruction and collaborative learning will be enhanced by interactive technologies that are not currently available elsewhere on campus (see attached proposal).

During the discussion of this proposal the members expressed concerns about the recurring cost of the technology, the use of this room by colleges other than Design. The committee decided to defer any decision about funding of the proposal until reviewing all FY 05-06 Discipline Specific proposals.

IV. Next Meeting Date.

There will be no meeting of the STF committee on Wednesday, January 26, 2005, the next regularly scheduled meeting will be held on Wednesday, February 2, 2005 from 2:00 – 3:30 pm at a location to be announced.

V. Adjourned.

Brad Golson motioned for the meeting to adjourn; Michelle Gieg seconded; the motion was unanimously approved. The meeting adjourned at 4:53 p.m.

Reminders: Please forward all agenda items and handouts to Bob Kuhn or Michele Perez a minimum of 24 hours prior to the meeting.

Student Representatives: If you are unable to attend the meeting, please send an alternate representative to ensure a quorum.

Respectfully submitted, Jerry Baudin, Chairman
Minutes recorded by Michele Perez