CEPS Technology Committee Meeting
Thursday, February 20, 2003 – Student Teaching Conference Room, Buzzard Hall, 3:00pm

Members present: Tom Grissom -CEPS, Pat Fewell-ITC, Jake Emmett-PED, Shelia Simons, HST, Bev Findley-EDA, Brian Reid-CEPS, French Fraker-CSD, Denise Reid representing ELE for Judy Barford, Olivet Jagusah – SED

Minutes

I. Approval of minutes
January 23, 2003 minutes were approved.

II. Student Technology Proficiency Update
Update given on Spring 2003 proficiency schedule. The STP schedule available online at www.eiu.edu/ceps/stp
Students are to signup in the Deans Office.

III. CEPS Technology Plan
Please share at department meetings.
Assistance with surveys.
The final copy of the CEPS Technology Plan was distributed to all CEPS Technology Committee members. Members unanimously approved the final document and approved posting an electronic version online available on the CEPS webpage under the Technology Section. Members were asked to share a copy with their department library.

Group also discussed the faculty technology use survey. Tom is working with ITS to develop an online form to be completed by faculty and automate the survey for faculty and students. Tom asked for the assistance of each Technology Committee representative to help collect survey information for each department.

IV. Technology Enhanced Classroom install update
BUZ 1180 – is the last classroom scheduled for installation. All classrooms funded except Buzzard Room 1180 have been installed. Room 1180 is in the process of being rescheduled so electricians can complete this installation in the next month.

V. TECnet and Techshare schedule
www.eiu.edu/ceps/techshare
Please advertise to department faculty, call ITC Center 581-3823 to register.
TLT Brown Bag Lunch tomorrow (Feb 21)

VI. TITLE Room update
The TITLE Room is now available for scheduling special classes with the ability to handle 24 students with laptop computers.
VII. COTE Program Review currently underway
The Council on Teacher Education is currently completing a program review. The CEPS Technology Committee stands ready to assist with technology related issues.

VIII. ITS reorganization - Help Desk call 581-4357
The ITS Help Desk has undergone major renovations and has a new HelpDesk number. Please advertise to faculty and let this committee know of any problems/suggestions to help improve service. There has been a marked improvement in service since the reorganization. HelpDesk personnel are now able to reset passwords over the phone.

IX. TEAM Grants due to CATS by March 10, 2003
Tom passed out information on the TEAM grants and encouraged members to apply for professional development grants.

X. Department updates/concerns
Discussed upcoming replacement cycle for computers and the PED department is most in need of updating computer equipment. A listing will be made with the help of department chairs to identify and prioritize computer equipment needs.

XI. Old Business

XII. New Business

Next Meeting:
March 20, 2003

Meeting adjourned at 3:30 pm.