

APPROVED 11/5/2007

**OSU Student University Technology  
Services Fee Committee**

April 9, 2007

224 Student Union

Meeting Minutes

**Present:** David Bosserman, Brecca Farr, Babu Fathepure, Gail Gates (alternate for Marlene Strathe), Darlene Hightower, Joyce Hise, Tom Jordan, Nicholas Materer, Kevin Murphy, Douglas Needham, Anne Prestamo, Michael Schultz, Jillianne Zweiacker

**Absent:** John Curry, Denise Fields, Jim Lish, Maria Moccia-Wolff, Nick Mosier, Lindsey Rogers, Amanda Shoup

The meeting of the OSU Student University Technology Services Fee Committee was called to order by Chair Jillianne Zweiacker at 5:05 p.m.

1. Approval of Agenda. **Agenda was approved by a motion, second and a voice vote.**
2. Approval of Minutes. A copy of the 3/15/2007 minutes was included in the handouts for the meeting. **A motion was made and seconded to approve the 3/15/2007 minutes. Motion was approved by a voice vote.**
3. Wireless Update. Michael White provided an update on the wireless project. Several handouts were provided for the report: 2006 Status Campus Map, 2007 Results Campus Map, 2008 Results Campus Map, FY07 Wireless Deployment Phases, FY08 Wireless Deployment Phases. The FY07 Wireless Deployment Phases handout shows what monies have been expended and where the process lies. We were able to complete the Classroom Building and the GU Classrooms projects. We have experienced delays in getting the drops installed in Res Life, both in the suites and in the lounges. While waiting on that to occur, Project #4 was begun. The expenses for FY07 are far less than what we projected. One reason is that all of the Work Orders have not been finalized for the Physical Plant work done. However, it will still be far less than budgeted. Getting the wireless core infrastructure in place took longer than anticipated. In looking at the FY2008 project list, we would like to confirm the priority preference of the committee. We tried to follow very closely the priority that was set by the committee last year. A few new projects were added to the FY2008 list, i.e. Signage, Northward Outdoor Coverage, CEAT Wireless. Feedback has been received regarding students not knowing where wireless is available. That is why the signage project was added. The Northward Outdoor Coverage project was added to accommodate the new Multi-Modal facility. The other added project (CEAT Wireless) was approved by the committee at the March

meeting. As a note, any new buildings will have wireless installed as part of the construction project. Priority order was discussed.

4. Continued Discussion of Tabled FY08 Project Requests

- A. Project Req #08-0001 (\$136,225). The funding for this request would allow more classrooms to be able to use V-Brick. Wade Price presented a short demo of the system and showed a video about the system. Currently we have plenty of capacity to accommodate the use. The system is brand-new and is still being introduced. Concern was expressed that OSU would not have any leverage to request the changes needed if we go ahead with spending more money on this project before the changes were made.
- B. Project Req #08-0002 (\$19,000). The funding for this request would provide support for the clicker use on campus. Wade Price reported that E-Instruction was chosen as the clicker vendor. The committee was not able to come up with a funding methodology. Several scenarios were discussed for funding. There are costs for the clickers, license fees, purchase of receivers, and software costs involved.
- C. Project Req #08-0007 (\$13,600). This project request to for funds for a small computer lab for RISE students. The concerns of power needs, need for a hub, etc. were discussed. Dr. Thomas indicated that the area in Thatcher where the computer lab is to be located is being renovated and those needs can be addressed through the renovation. The question of whether the needs for this lab could be met by using a current 24-hour lab. Dr. Thomas indicated that he has tried to get that accomplished this past year and was not successful. Darlene Hightower stated that she checked with Joe Weaver's office and the only electrical plug and drops that are planned are for the offices. Dr. Bosserman stated that there is no contingency for a computer lab in that space. Dr. Thomas stated that wireless has been considered an option. No technical support is available in the department currently. IT indicated that another switch would be needed if the lab was installed in this facility.
- D. Project Req #08-0009 (\$34,000), #08-0010 (\$36,780), 08-0011 (\$10,420). George Douglas reported that he has only been able to gather statistics for the Matlab software (Project Req #08-0010). Discussion was held regarding past UTSF Committees' practice to require at least three colleges' use of a software program before this committee would consider funding a site license. The committee discussed what type of licensing was needed.
- E. Project Req #08-0021 (\$40,000). Kent Sampson was unable to attend the meeting. Darlene reported that she visited with Kent and he reported that he was

- researching whether a software package was available for purchase instead of going the development route.
- F. New Project Request – Respondus. Ron Payne spoke about on-line exams and security. How do we know that students aren't surfing the internet and coming up with answers? Previous trials for a solution did not include Macs. Respondus has come up with a lock-down browser. It works with D2L/on-line classroom and it has just been released in the last few weeks. It does work on Mac and Windows. The way the program works is that you must open the browser to take the exam, and while that exam is in operation, you cannot surf the internet and you cannot change to other tools, you cannot print/copy, etc. If you try to close out the browser, it will not allow you to until you submit the exam. This can be used in a lab setting and at home. The cost associated with this program is \$4,200 for the Stillwater campus only; \$6,980 for the OSU System.
5. Continue Approval of FY08 Project Requests
- A. Respondus Project - **A motion was made and seconded to approve the Respondus Project in the amount of \$4,200. Motion was approved by a voice vote.**
- B. Project #08-0010. **A motion was made and seconded to approve Project #08-0010 on the condition that site licensing can be secured for \$36,780 or less. Motion was approved by a voice vote.**
- C. Project #08-0009 and Project #08-0011. **A motion was made and seconded to table Projects #08-0009 and #08-0011 until data is available similar to that provided for Matlab and the cost of site licenses is determined. Motion was approved by a voice vote.**
- D. Project #08-0007. Concern was expressed about the lack of technical support for the lab and the lack of infrastructure. The area proposed for the lab is being remodeled and no infrastructure is being provided for the lab. The committee felt it was best to table this request until after remodeling was complete and at that time the request could be revisited. **A motion was made and seconded to not fund this project at this time with the possibility of reconsidering after completion of the remodeling. Motion was approved by a voice vote.**
- E. Project #08-0002. Discussion was held regarding the check out system for the clickers. This would be a burden for faculty members. It appears under this system that some student's costs would be subsidized and some would not depending on if a faculty member was able to check out clickers. It was suggested that the Clicker Committee investigate how much it would cost to license the entire campus and the cost for receivers. **A motion was made and seconded to request that the Clicker Committee devise a fee structure for the**

**clickers and provide a revised proposal for Project #08-0002. Motion approved by a voice vote.**

- F. Project #08-0001. Committee expressed concern with the project regarding on-line classroom integration, compatibility, okey login, etc. Committee members felt these issues should be addressed before investing more funds toward the project. **A motion was made and seconded to approve funding Project #08-0001 once the multi-browser and operating system compatibility issue and the sign-on issue is verified as resolved by OSU IT. Motion approved by a voice vote.**

Meeting adjourned at 7:00 pm.

Minutes submitted by: Joyce Hise

Minutes approved by the UTSF Committee on November 5, 2007