

Technology Advisory Committee
Minutes
September 17, 2009
2:00pm – 3:30pm, T274

Members Present: Tyler Vasko, Dee Ludwig, Sue Schmidt, Aaron Bahmer, Rex Cogdill, Lynn Wamboldt, Becky Lorenz, Dixie Kroenlein, Kim Conzelman, and Ray DeWitt
Guests: Tina Jepson

The minutes from June 11 & 18, 2009 meetings were approved.

Tina Jepson gave an update on the Bookstore POS system. She reported that all the equipment is in place and running, however they did not have time before the semester start to scan all the items into the system. They did use the system to generate the paperwork for Financial Aid purchases which reduced the time students had to wait in line for check out. The Financial Aid purchases still have to be posted to student accounts on Datatel. Tina reported that they will be scanning items into the system during the fall semester and would have the system fully implemented by the start of the spring semester. Dee asked if they would give a report to the committee during the February, 2010 meeting. Tina agreed. Dee asked if the bookstore personnel would need any training and if so suggested that they should hire Tenda Weissbauer to do the training. Tina thought that they would like to have some training and would talk to Suzanne Andrews.

Tyler gave a report on the LancerNet launch. There were a total of 1,454 accounts with 1,079 student accounts, 70 faculty accounts, 113 adjunct faculty accounts, 150 employee accounts and 42 other accounts. At this point 55% of the student accounts are active, 74% of the faculty accounts are active, 15% of adjunct faculty accounts are active, 65% of employee accounts are active with a total of 54% of all accounts active. He stated that the trainings during in-service were well attended. The two Tuesday Topic trainings that he has presented had 6 attendees and 0 attendees. During the first week an issue came up involving the student profiles and Windows Vista, so the student profiles were abandoned. So far, that was the only big issue with the launching. He has two more Tuesday Topics scheduled for this semester. Other discussion about the launch included whether or not the outreach had received password information, carabiners and bookmarks. The outreach letters had just been mailed to adjunct instructors and the outreach students. A bookmark was included with the mailings. Aaron will bring carabiners and bookmarks to the Fall Coordinators' meeting for distribution and he will present information on LancerNet including adjunct instructor password information for the coordinators. It was noted that the College Studies instructors needed some training on LancerNet so a section could be included within the course. Tyler volunteered to do this.

The committee reviewed the Remote Desktop Protocol survey questions. An additional question was added along with other minor changes. The survey will be conducted through LancerNet. The survey should go out to faculty and staff as soon as possible, then out to students in October after midterm.

This committee was asked to research printer efficiencies including student printing and purchasing printers (color, black/white and brand). Three issues will be addressed including paper usage by students, educating students on printer usage and standardizing college printer

purchases. Members discussed whether a protocol for ordering printers should be developed, existing policies should be reviewed, and research conducted on how other colleges handle student printing. Three colleges responded to an email request sent out by Tami Afdahl. Ames College uses GoPrint, Bristol College uses greenPrint and Manchester College uses a pay-for-print system that charges a flat \$.08 per page to print in all computer labs, the library and the Academic Support Center. Ray DeWitt and Becky Lorenz volunteered to research GoPrint and greenPrint for the next meeting. Tyler suggested that he could make “How to Sheets” to put in labs and the library to educate students on printing such as how to print only one page instead of an entire document. A partial listing of printers and info was distributed at the meeting, however a more complete listing should be compiled and could include printer costs and cartridge costs.

The committee reviewed the Strategic Objective Reporting Worksheet for the college portal purchase that will be turned in for Strategic Planning. There was one addition on further strategies to complete—Tyler will keep a log of LancerNet issues. Lynn will submit to the worksheet. The committee reviewed the Strategic Action Planning Worksheets for the other three top priorities submitted for Strategic Planning to determine if any actions need to be taken at this time. It was noted that several places on campus have wireless access such as the Learning Skills Lab, the library, the CTC, the Student Center and T108. It was also noted that this wireless access has not been “officially purchased”.

The next meeting will be Thursday, October 15, at 2:00pm in T274.

Technology Advisory Committee
Minutes
October 15, 2009
2:00pm – 3:30pm, T274

Members Present: Tami Afdahl, Aaron Bahmer, Rex Cogdill, Kim Conzelman, Ray DeWitt, Darci Duran, Dee Ludwig, Sue Schmidt, Tyler Vasko, and Lynn Wamboldt

The minutes from September 17, 2009 meeting were approved.

GoPrint Report—Ray handed out some cost breakdowns for GoPrint. Initial cost setup for GoPrint would be approximately \$8,400 with a yearly maintenance contract of \$1,274. It was estimated that the yearly paper usage for the college is 120,000 sheets of which approximately 70,000 sheets are printed in the library. The estimated costs for printing (student access printers only) were \$4,800 per year. The cost to print a 1-page black and white document is \$.04. The cost recovery if students were charged \$.05 per page would take three years and if the students were given a paper allotment based on enrollment status then charged \$.05 per page after that, there would be no cost recovery in five years. Even if the number of pages printed would drop by 30% because students would use less if they had to pay for printing, there would still be no cost recovery in five years. Ray recommended that we not use GoPrint because it would not be cost effective.

Ray did some research on GreenPrint which is a free service that displays how the printed page will look when printed and allows users to delete material they don't need printed. This could result in a paper usage reduction; however it would be up to the student to use this option. It was recommended to research this product more in depth. Ray and Tyler will conduct the research.

The committee discussed other options for reducing paper and printer usage. Instructors could be reminded to export class PowerPoint presentations to a 4 or 6 slides per page document. The committee would like to see a "Green Campus" campaign. Tyler and Aaron volunteered to work with faculty on class documents made available to students such as PowerPoint presentations. Rex will talk to Debbie Ochsner about involving the Student Senate. The committee discussed putting up posters and other notices to educate the students on paper and printer usage. It was brought up that there is no budget available to pay these. Tami suggested electronic messages posted on the website and LancerNet.

The committee discussed whether or not a "technology fee" could be charged to the students or if a portion of the activity use fees could be used for a dedicated technology budget to be used for purchase of paper, printer cartridges for student-use computers, and marketing materials such as posters, signs, etc. It was noted that the Board would need to approve a technology fee; however the activity use fee idea could be forwarded to the appropriate committee.

The committee also noted that the ATC and BTC lab printers were not duplex printers, so students can't choose to print 2-sided to reduce paper usage.

Remote Desktop Protocol Survey Results—The committee was given a handout with the results of the RDP Survey. The survey was sent out to faculty, staff, administrators, and a few student employees via LancerNet. There were a total of 40 responses with 95% responding positively to the importance of remote access to computer applications. The top applications selected were MS Word 2007, MS Excel 2007, MS PowerPoint, and MS Publisher.

After reading the comments on the survey, the committee discussed several issues which could be addressed right away. One issue was submitting assignments in Word or WordPerfect. There was a suggestion that faculty should ask students to save their text documents in rich text format (RTF) which can be opened in many word processing applications. Another suggestion was to use open source applications which are free. The committee discussed “specialty” applications such as Maple 12. The majority of access problems seem to stem from computer application distance learning courses or those courses which use special applications. Suggestions included buying software for the students in those classes better utilizing the money that could be spent on application licensing each year; or making the software available for sale in the bookstore along with the textbooks. All students now have an email address with “edu” which should enable the students to buy software at the educational discount price directly through the software companies. Tami and Darci will post links on LancerNet for purchasing software at discounted prices. It was also suggested that flash drives be used to store files from the L:/, H:/ or other drive, so the individual could work on the file at a remote location.

Dee asked if we should reopen the survey to get more results. The committee decided not to reopen the survey and also not to survey the students.

Tech Savvy—The committee discussed this year’s winners of the Digital Community Colleges Survey sponsored by Republic’s Center for Digital Education and *Converge* magazine. It was noted that this year Western Wyoming Community College made it to the top ten instead of Central Wyoming College. Laramie County Community College is number one for med-size colleges (3,000-7,500) and Western was tied for eighth place. The link to the Center for Digital Education website will be posted to LancerNet. Darci will do some additional research on how to apply for this award.

Printer Efficiencies Discussion—The committee reviewed a list of college printers compiled by Computer Services. It was noted that 22 of the printers listed are student printers. Committee members discussed several ideas for printing more efficiently. Since Computer Services staff research and stay abreast of the most efficient printers and whether or not the printers have service or warranties, it was suggested that Computer Services should compile a yearly list of standardized approved printers for purchasing. It was discussed that not all printer purchases have been done by Computer Services, so some departments or individuals have purchased different brand printers or large printers that may or may not meet the print job demands. Therefore, reviewing the purchasing policies was another suggestion and maybe modifying printer purchases so that any printer purchases are handled by Computer Services, or are purchased from the approved printer listing. It was also suggested that faculty and staff can print color documents, big print jobs, or duplex print jobs to the copiers in the Copy Center which are more cost efficient than a small printer. Aaron will consult with Vonda as to the print queue programming on the copiers so print jobs aren’t inter-mingled with other print jobs. A copy of the purchasing policies will be brought to the next meeting for discussion.

Other—Aaron reported on the POS system in the Bookstore. He has been working with Tina Jepson and she has entered over 400 products into the system. Aaron will be helping her finalize the web products also.

Tyler gave a brief report on LancerNet usage. Aaron reported that the email class members function is still not available but that he was still working on it.

A subcommittee is working on replacing a server for video streaming.

Lee is on a tech committee for the GCSD and asked if they could survey the EWC students to see what computer applications should have been taught in high school that would have been helpful for those students as they entered college. The committee thought this would be fine.

It was noticed that the M drive has been in the “red” so Dee asked if there was alternate storage available for shared files. Tyler stated that a portion of the College Relations M drive files had been moved to a Q drive. He said a Fall Clean-Up campaign should be started so old files can be cleaned off the M:/drive to allow more storage.

The next meeting will be Thursday, November 12, at 2:00pm in T274.

Technology Advisory Committee
Minutes
November 12, 2009
2:00pm – 3:30pm, T274

Members Present: Aaron Bahmer, Rex Cogdill, Kim Conzelman, Ray DeWitt, Dixie Kroenlein, Dee Ludwig, Jim Maffe, Lee Myers, Sue Schmidt, Tyler Vasko, and Lynn Wamboldt

The minutes from October 15, 2009 meeting were approved.

Purchasing Policies—The committee reviewed the college purchasing policies. The committee discussed whether or not the college has an actual contract with Dell for computer purchases. The Computer Services department will look at purchase policies and bring recommendations to the next meeting. Tyler will post a link on website for current computer and printer specs. Discussion also included printing to the copiers in the copy center and whether or not a banner sheet was available to identify print jobs. Dixie related the procedure to print to the copiers. Dixie or Vonda should be notified before printing so paper can be added to copiers or if there is a large copying job already in progress. After printing, Dixie or Vonda will put copies in appropriate mailbox. Dixie will have Vonda send out a reminder email pertaining to this procedure. The committee discussed whether or not a document management system could be better utilized in place of the Mdrive. Lee will research and present a report at the next meeting.

RTF Discussion—It was brought to the committee's attention that the recommendation that instructors have students turn documents into RTF files is not always compatible with all computer applications. The committee discussed that a PDF file may be the better solution. It was suggested that student tip sheets be posted in computer labs and provided to instructors. Aaron volunteered to send an email to all instructors.

Scantron—The scantron machines used for reading evaluations and tests are used on out-dated computers. It was noted that faculty evaluations are being done online at this point and do not require a special reading machine. There was a suggestion to possibly purchase an OCR to use with the Student Services scanner.

LancerNet Update—Aaron reported that students are now populated in classes on LancerNet, so faculty can now email students in their classes through LancerNet.

LancerAlert—The committee discussed the LancerAlert system. Tyler mentioned that this service is not provided automatically; however, every student should sign up for this service to receive future alerts. He suggested that we should do a promotion campaign. A promo through LancerNet could be sent out at intervals. Aaron will do this. Also posters around campus could be used to promote the service.

CodeRed—The committee discussed whether or not to keep both the LancerAlert service and the CodeRed service. The cost for the CodeRed is \$500. Rex noted that he can send out a CodeRed alert over the phone from anywhere and this service was used during a past bad weather situation because it was ready and in place. Rex commented that he needed to learn how to use the LancerAlert service and also commented that he does not have internet access

at home which could be a hindrance in posting an alert. The committee agreed that two services were not needed and agreed that LancerAlert would be the future service used. Tyler and Aaron will work with Rex on training for LancerAlert.

Bookstore POS System—Aaron gave an update on the Bookstore POS system. The system is set up; however because of a glitch in the credit card system, it is not being used at this time. The bookstore staff is hopeful that the problem will be solved shortly and the system will be available soon.

The next meeting will be announced in January 2010.

Technology Advisory Committee
Minutes
March 4, 2010
2:00pm – 3:30pm, T274

Members Present: Tami Afdahl, Aaron Bahmer, Rex Cogdill, Ray DeWitt, Darci Duran, Dixie Kroenlein, Becky Lorenz, Dee Ludwig, Jim Maffe, Lee Myers, Tyler Vasko, and Lynn Wamboldt

The minutes from November 12, 2009 meeting were approved.

Printer Purchasing Process—Tyler reported that there are three basic types of printers that are used campus wide including a personal printer, a color printer, and a work-group printer. The process to order printers would be to submit a request to Computer Services and they would do the research and purchased the appropriate printer. Tyler will draft a written process for the committee to review. He will post it on LancerNet.

The committee reviewed the 2009-2010 action plans and discussed whether or not to bring them forward to 2010-2011. The action plans for wireless access and the one for security and increased hours in the computer labs will be submitted for this year. Some changes were noted on each so Lynn will update them and send them out for review before the next meeting. Wireless Access was voted priority #1 and the Computer Labs, priority #2. The action plan for checkout laptops will not be forwarded. The committee suggested that more research was needed. An action plan addressing lab computer usage was discussed. Research on lab usage including lab hours, academic use, leisure use, and security would be one of the strategies. Developing posters to communicate lab hours and usage would also be included as a strategy. Another action plan suggestion was a course management software which would allow instructors control over the computers in a computer classroom during course instruction. Lee Myers will work on strategies for this action plan. This action plan was voted priority #3 and the Lab Computer Usage action plan was voted priority #4. (Note: On further review after this meeting, the strategies for the Lab Computer Usage action plan will be incorporated into the action plan for the Computer Labs. This will reduce the number of action plans to three.)

Tyler gave the committee an update on LancerNet usage. He commented that usage is looking pretty good. He gave the committee a usage report generated from Campus Cruiser. He commented that although there are approximately 2,100 student accounts and most have not logged on, all of the GEAR UP students had been added to LancerNet and could account for some of the students who have not logged on. The email issues have pretty much been resolved so that certain groups can receive targeted emails. He noted that adjunct instructors still need help with LancerNet. He also reported that he is still working on setting up the LDAP and commented that we may need to look for a consultant. Suggestions were to contact Sheridan College or Northwest College.

The committee discussed ways to identify software available on computers in the computer labs. Suggestions included attaching a legend to each computer showing the software available on each machine so that students and staff can easily identify the software. College Relations will make cards and work with Computer Services on the available software.

It was noted that the recently purchased Scantron machine worked very well for the Math Contest and was a low cost solution aided by the cart donation from Aaron Bahmer.

After setting the next meeting date, the committee adjourned to tour the Bookstore and to take a look at the new POS system.

The next meeting will be Thursday, April 15, 2010 at 2:00pm in T274.

Technology Advisory Committee
Minutes
April 15, 2010
2:00pm – 3:30pm, T274

Members Present: Tami Afdahl, Aaron Bahmer, Rex Cogdill, Kim Conzelman, Ray DeWitt, Dee Ludwig, Jim Maffe, Lee Myers, Sue Schmidt, Tyler Vasko, and Lynn Wamboldt

The minutes from March 4, 2010 meeting were approved.

Printer Purchasing Process—Tyler will post a written purchasing process for printers for everyone to review. Lee had sent some updates to Tyler. Dee asked the committee to view both versions and vote for #1 or #2. The process will be posted in these locations: LanerNet-all employees community or office, and the faculty handbook.

Note: The purchasing process for EWC Printers was finalized as of April 30, 2010.

The committee reviewed the 2009-2010 action plans one more time. It was noted that Computer Services has submitted an action plan for wireless access. The committee suggested adding a strategy to the wireless access plan stating “work in collaboration with Computer Services on their action plan CS-9.” It was also suggested that an additional strategy be added to the course management software plan stating, “research compatibility with network system.”

The committee reviewed the committee membership list for terms of expiration. The Computer Services representative, the Registrar representative, the Outreach representative, and the Arts, Humanities, Social & Behavioral Sciences Division representative memberships will expire August 2010. Dee asked each of the current representatives if they would like to serve another 2-year term. Jim Maffe will let the committee know at a later date. Sue Schmidt elected to stay on as the Registrar representative. Kim Conzelman will talk to Connie Woehl then make a decision. Lynn will contact Heidi Edmunds, then Rick Patterson if Heidi chooses not to serve another term.

Note: As of April 30, 2010, Kim Conzelman and Heidi Edmunds have both elected to serve another term.

The committee was given a copy of an article written about LCCC’s SMART classrooms.

Other discussion included a question from Kim Conzelman as to when the syllabi would be available for courses electronically via LancerNet. It was noted that a syllabus template is available on the Faculty group shared files in LancerNet. It was also noted that syllabi need to be approved before they are uploaded. Further discussion is needed on this topic.

Aaron Bahmer announced that TimeCruiser is changing its name to CampusCruiser.

Dee asked the committee members to reflect on this committee’s work and to send comments of how we think we’ve done to Lynn.

The next meeting will be announced after the start of the fall 2010 semester.