1. CET Grant Proposal

- The proposal by Bernadine Mellis and Alexandra Keller of Film Studies requests an upgrade of outdated camera equipment for $13,499.82.
  - The proposal suggested that Education Technology Services (ETS) would receive Film Studies’ outdated camera equipment.
  - $6,000.00 has already been received in department funding and has been used to purchase four cameras.
  - Camera use is a standard requirement for students in Film Studies.
    - If cameras are not available to them there, they will have to compete with other students for access.

- The group discussed avenues of funding.
  - If the equipment is purchased by the CET it should be owned by the CET as well.
    - ETS staff are qualified to maintain the equipment.
  - The proposal may not be appropriate to fund through the CET, but it is an appropriate request.
  - It is a department issue, but Film Studies does not have a budget.
  - D. Gregory agreed to fund through ITS.

2. Modifications to Classroom and Event Support

- The group discussed the updated proposal previously distributed.
  - The plan is to plan changes during the Spring 2015 semester and implement them over the summer. Planning will include communication on the updated policies.

- The group discussed the criteria for events that warrant support.
  - Event Services lists events.
    - The designations of high profile events are agreed upon beforehand by ETS and Event Services. They are generally recurring and ad hoc.
Events are for academic uses.
Outside conferences may be brought in to the College, but not during the two weeks prior and one week after the start of the semester.
If outside conferences include use of ETS technology, ETS must be paid.
Lectures and events involving Five Colleges are not considered outside events.

3. Modifications to CET Grant Guidelines

- The group discussed the updated Curricular Initiatives in Educational Technology previously distributed.
  - Addition: The funds can also be used to support the exploration of technology for research that informs teaching and learning.
  - Addition: Departments are responsible for ongoing costs, including maintenance, upgrade, and replacement and ongoing software licensing. The department chair must approve a CET request if there will be ongoing costs.
  - Addition: Funds must be used within one year of the grant’s approval.
    - May be modified to include that excess funds must be returned within one year of approval.
  - Slide production has been removed.
  - Stipends are for Smith undergraduate students, not Five Colleges.
  - It should be added that the group always welcomes questions and discussion.

4. Online Learning

- Online blended learning tools with support needs to be added.
- Tammy Lockett has joined ITS as an online instructional designer.
- An instructional technologist to support information literacy has been hired at Libraries.

5. Proposed Changes to CET Composition

- J. O’Rourke spoke about the proposed changes to be brought before the Faculty Committee for a vote later in the day (December 10).
  - D. Gregory will officially become a member of the CET.
  - A faculty member of the Faculty Committee will join the CET.
  - An associate provost will co-chair the CET instead of a faculty member.
  - Division Four is up for discussion at the faculty meeting but there will be no conclusion at this meeting.

6. Faculty Issues with Administrative Technology

- Issues are brought to the Committee on Administrative Technology (CAT) through the provost’s office.
- Faculty have voiced concerns over the use of Banner with regard to advising.
• The CAT does not have faculty representation.
• The CAT will have provost representation.

7. Student Printing

• Students do not get free paper allotments.
• There are few locations where OneCards can be recharged.
• Mount Holyoke College has a printer in each dormitory but there are problems with paper jams and maintenance.

• Evidence suggests that faculty are requiring that students print papers.
  o Laptops and other electronic technology are increasingly banned from classrooms as faculty understand that with them students do not pay as much attention to their work.

• An overall trend in higher education is the submission of assignments electronically such as with Moodle.
• There is now unlimited storage with Google Drive.

• The group discussed statistics on how many pages are printed by a student in a specific location; the printers in the Neilson Library are the most heavily used.
  o Printing locations should provide information on where else students may print.

• The group discussed whether to give students a free allotment of paper as well as whether to hire a third party to manage printing.