

These are the minutes\* of the EdTOA Executive Committee meeting held via on-site (New Paltz), videoconference (SUNY-Buffalo), and a conference call (Onondaga) on Friday, April 16, 1999.

\*These minutes are subject to approval at the next Executive Committee meeting....

EdTOA Executive Committee Meeting  
On-Site/Videoconference/Conference Call  
Friday, April 16, 1999

In attendance:

Bob Racette - Chair (OS)  
Larry Scott - Chair Elect/Western Rep(V)  
Paul Andruczyk - Secretary(V)  
John Birks - Western Rep(V)  
Peter Houghton - Northeast Rep(OS)  
Mike Neuner - Central Rep(CC)  
Emily Trapp - Southeast Rep(OS)

Meeting called to order by Chair Racette at 2:51 AM.

AGENDA ITEMS:

1) MINUTES of the EdTOA Executive Committee Meeting of 2/18/99 were approved as amended: a.) misspelling in item #2 (luncheon), b.) add line to item #3.1 (Activation date of new "site" TBA. (HOUGHTON/SCOTT)

2) TREASURER'S REPORT

The EdTOA treasury has a current balance of \$3,832.17. This reflects recent expenditures for a meeting at NEW PALTZ with the OLD WESTBURY Technology Team (\$100), a Western Region Meeting at FREDONIA on April 2nd (\$120), and the purchase of 100 EdTOA hats (\$720). We still await an invoice from Bob Knipe for his Distance Learning Workshop at Genesee CC. Motion to accept report approved. (TRAPP/SCOTT)

3) SUB-COMMITTEE REPORTS

3.1 Web Page (PETER HOUGHTON)

- As noted in Item 1 we await the switch to the new IP address via Sharon Gallagher. (WWW.EDTOA.SUNY.EDU)  
- Bob Yavits at Tompkins-Cortland has been helping Peter with Web Page updates.

### 3.2 Distance Learning (JOHN BIRKS)

- John reported on a meeting he had at WNED-TV (PBS affiliate in Buffalo). Highlights included: HDTV/establishing partnerships in distance learning initiatives with K-12 schools/Collegius (outside computer consulting firm) is involved in DL/Niagara CC involvement.
- Any DL projects almost have to be via a consortium as it appears they would be too costly to go it alone.

### 3.3 Multi-Media Classrooms (LARRY SCOTT/EMILY TRAPP)

- Larry Poole and his "Technology Team" sent a THANK YOU note to Emily (on-site visit 3/12). Old Westbury continues to gather data via EdTOA's assistance. They have also been to DUTCHESS and STONYBROOK.
- Kevin Lijewski at SUNY-Buffalo has made himself available to all with regard to technical analysis of projection equipment for smart classrooms.
- NEW PALTZ has their first Smart Classroom up and running.
- ONONDAGA will open bids soon for their classroom upgrades. Mike Neuner will share data with Larry Poole.
- The committee membership is listed on the EdTOA Web Page. It may need to be updated.
- Should we make an effort to compile a list of vendors who have provided campuses with support in terms of developing/redesigning smart/hi-tech/multi-media classrooms? What about giving those vendors a rating? A list of equipment brands that meet with EdTOA's approval?
- Peter has gotten 23 responses to his request for types of video/data projectors/bulbs.
- Future committee conference call is planned.

## 4) MULTI-MEDIA CLASSROOM INITIATIVE (ALIS-EDTOA)

4.1 BOB wrote a letter to Chris Haile requesting a response from her office regarding ideas discussed at the 1/22/99 meeting.

- Meeting is scheduled at ALIS for APRIL 19th.
- The EC discussed a variety of items related to this initiative:
  - "release time" versus stipend
  - ALIS financial support for Web Site
  - Include DL initiatives when appropriate
  - How to handle visits from other campuses, especially if high level administrators are involved (i.e., VP's)
  - Content of Haile letter to all campus VP's explaining the initiative:
    - Opportunity to share SUNY expertise
    - Avoid "reinventing the wheel"
    - Provide for campus compatibility BUT maintain individuality

- Will ALIS support EdTOA attendance at conferences/workshops related to multi-media classrooms
- Determine, if possible, how much of the EdTOA treasury has been spent on this initiative up to now/share same with Chris Haile

## 5) OLD BUSINESS

### 5.1 Honor Plaques

- PETER reported the plaques will be ready for the STC in June. We need write-ups from PETER (Conti Pollock) and PAUL (Jim Carroll) to be read at presentation of awards during the business meeting on June 7th.

### 5.2 Recruitment of officers/regional reps

- Question raised as to election procedures if we have more than one candidate for an office(s). Written ballot with majority of ballots cast to be elected.
- Emily suggested we send out an e-mail encouraging EdTOAns to consider an office or regional rep

## 6) NYN/SUNYSAT UPDATE (ROY SAPLIN)

- No report at this time.
- Folks are wondering when NYN/SUNYSAT will be full digital?

## 7)1999 STC

- PETE/LARRY/PAUL reported all required info regarding the EdTOA track is in and ready for inclusion in the program and on the Conference Web Page: <http://WWW.STC.SUNY.EDU>
- Conference announcement/registration form has been mailed to all EdTOA personnel in the secretary's database.
- The Web Page is up and running and one can register that way.
- PAUL will attend a final STC Planning Committee meeting at the Holiday Inn on May 10th and provide an update at our next EC meeting.
- We will need a new EdTOA track coordinator for next year.
- Hats are in. Paul has forwarded check to PETER who in turn will deliver to Anaconda Sports.
- Register for the STC as an EDTOAn and receive a hat at the conference after the business meeting.

## 8) NEW BUSINESS

- The COA Listserv circulated a listing of technology fees at SUNY schools

- Fees have to go to support student activities
- Fees have to be directly related to course work
- Fees are "illegal" at SUNY community colleges

- PETER petitioned the EC to support his registration fee for STC for 1999. He has limited travel funds available and this will lessen his out of pocket expenses to attend. In light of the time and effort he has put into the 1999 STC a motion was made via e-mail to support his request and approved via a combination of previously cast e-mail votes as well as those cast at today's meeting. (CARROLL/RACETTE)

- An informal discussion was held with regard to the "health" of the EdTOA treasury.

#### 9) UNFINISHED BUSINESS

- None

#### 10) NEXT MEETING:

- Conference call on MAY 13th 2:30 - 4:00 PM.

Motion to adjourn meeting at 11:45 AM. (NEUNER/HOUGHTON)

4/29/99