These are the minutes* of the EdTOA Executive Committee meeting held via SUNY-Buffalo's phone bridge on Thursday, May 13, 1999.

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

EdTOA Executive Committee Meeting
Conference Call
Thursday, May 13, 1999

In attendance:
    Bob Racette - Chair
    Larry Scott - Chair Elect/Western Rep
    Paul Andruczyk - Secretary
    John Birks - Western Rep(V)
    Peter Houghton - Northeast Rep(OS)
    Mike Neuner - Central Rep(CC)
            Meeting called to order by Chair Racette at 2:33 PM.

AGENDA ITEMS:

1)MINUTES of the EdTOA Executive Committee Meeting of 4/16/99 were approved. (NEUNER/BIRKS)

2)TREASURER'S REPORT
The EdTOA treasury has a current balance of $3,796.67. This reflects a recent expenditure for those attending the "live" portion of the 4/16/99 EC meeting($40.50) at NEW PALTZ. We still await an invoice from Bob Knipe for his Distance Learning Work-shop at Genesee CC. Motion to accept report approved.(HOUGHTON/SCOTT)

3)SUB-COMMITTEE REPORTS

3.1 Web Page (PETER HOUGHTON)
- The new IP address http://WWW.EDTOA.SUNY.EDU is up and running.
Our thanks to the folks at Systems Administration.

3.2 Distance Learning (JOHN BIRKS)
- John reported on a Western New York Consortium of public/private schools that has been formed to discuss the issues involved with distance learning initiatives. He(John) hopes to get together with Bob Babcock from Cortland at STC this year to plan some activities for the committee.

3.3 Multi-Media Classrooms (LARRY SCOTT)
- The committee is looking at setting up "boiler plate" for
possible future visits by one campus to another in terms of
seeking input on multi-media classroom
design/development/renovation.
- The "format" for a visit should include:

      a. presentation by EdTOA personnel
      b. Q and A session to determine what the
      visitors want/need
      c. Tour of host campus facility
      d. Follow up presentation with suggestions
      for visitors to take back.

- Any visit should include a request for funding support
from ALIS and a follow up of the visit to make sure the
visitors received answers to their questions.

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

4.1 BOB and Peter met with Chris Haile on 4/19/99
regarding ideas discussed at the 1/22/99 meeting. Jeff
Adams joined via conference call.
- Some priorities were established:
- ALIS financial support for Web Site is forthcoming
- Asked ALIS for funding to collect data to share with all
campuses
- We(EdTOA) would maintain and update the web site
- Jeff Adams would be a key player in this endeavor as he
already has a MMC page linked to his home web page

5)NEW BUSINESS
We will need to "recruit" some help for next year in terms of an EdTOA
track coordinator for the 2000 STC.

6)NYN/SUNYSAT UPDATE (ROY SAPLIN)
- No report at this time.
- We are setting aside a block of time at the EdTOA business meeting on
Monday at the STC for a digital demo and NYN/SUNYSAT update. The
invitation will be extended to Jack Hanna and Ted Were along with Bill
Snyder and Roy Saplin.

7)1999 STC
- PETE/LARRY/PAUL reported all systems "go" for this year's STC.
Registrations are running slightly behind last year.
- Executive Committee members who are available on Sunday nite prior to

the beginning of the conference should meet in the lobby of the hotel about 7:30 so we may "meet" over dinner and make sure we are ready for the week's activities.
- We will host our annual EdTOA "Networking Social" on Monday evening from 8-11 PM in one of the boardrooms on the second floor

8)UNFINISHED BUSINESS
- None

9)NEXT MEETING:
- Sunday June 6th at 7:30 PM at the Holiday Inn in Liverpool.

Motion to adjourn meeting at 3:37 PM. (HOUGHTON/ANDRUCZYK)

6/25/99