

EdTOA Executive Committee Meeting
Phone Bridge – Buffalo
Thursday - February 5, 2004

Manny Bekier – Chair Elect/Southeast Rep
Hailey Dick – Treasurer/Secretary
Peter Houghton – Webmaster
Peggy Noll – Southeast Rep
Emily Trapp – Chair
Pat Wright – Central Rep

John Birks – Western Rep
Dave Geasey – Northeast Rep
Bill Meyers – Past Chair
Roy Saplin – NYN Liaison
Jim Vivenzio – Central Rep

Guest: Georgia Tucker

Approve Minutes from November 14, 2003: Several typos were corrected. (Approved Houghton/Vivenzio)

Treasurer's Report: Currently we have a grand total of \$5762.53. Manny's check has not cleared yet. Pat and Hailey are still having trouble changing the account over from Pat's name to Hailey's name...gotta love that bank! Once the name change has been completed a debit card will be ordered.

Regional Reports:

- Northeast – No report.
- Central – Cortland is having an IR retreat in Raquette Lake in February to discuss Student Support. Cayuga Learning Resource Center has been disassembled and it is now the Library. Jim has been placed in the Computing Department but is stationed in the Library. He has become an "Instructional Technologist." More changes to come and he needs ideas as what to do with the media center. He would like to come up with some innovations to promote his area. Pat and Jim agree that Central needs to have a get together to discuss such changes.

Discussion ensued on the campus Library's taking over "media services" roles on the campus. Teaching and Learning Centers are popping up across SUNY. Dave also joined in the discussion that his campus has had a lot of changes to the Media areas as well.

- Western – In the process of planning a Spring annual meeting – no host yet but they will start discussions on it shortly.
- Southeast – No new meetings. Self-promotion is something we can all benefit from. Manny's college has self-produced programming called Health Center and would like to market them soon. Planning a live web cast on Tinnitus (ringing in the ear). This is something new for them, have never taken on something this large. Would like this web cast to be available world wide with modules available after the web cast for highlights of the production. Arranged tour of NYN for an elementary school – Future Lawyers Club. 35-40 students will attend.

- NYN – No report.

Committee Reports:

- DL – No report
- Multimedia – No report
- Membership – No report: new member package? Emily wants to get this up and going. We have five new members and possible a sixth!
- Web page – Made corrections as suggested by Uncle Paulie. Continues to update as needed.

Old Business:

- Gifts for members – Peter – will get looking again. Post-it notes were suggested with the EdTOA logo on the side so the pad was still "usable."
- Service Awards – Give recognition where recognition is deserved. Please send suggestion directly to Emily: NOT OVER THE LIST!!
- Questions of the Week – Started off on a sour note but we still got many responses. SUNY TV – we received 20 responses which Emily feels was a great response! Suggestions, comments and questions should be sent to Emily or please feel free to post one yourself. Please continue to answer the questions as they come in and help Lisa Stevens (UB) with her cell phone question.
- STC – session report – need more sessions for EdTOA! There is a new form for submissions: <http://www3.sunysuffolk.edu/kahnd/presentationcall.html> As this is a very detailed form once a session is planned out then we should use this form. It was suggested that we should send this link to the list and those who have suggestion fill out the form to the best of their ability. Everyone agrees that a session on the survey results would be good as a benefit to all EdTOA members.

From 9/03 EB phone bridge: Possible tracts:

Survey Discussion
Faculty Training
Intellectual Property
Digital Photography
AV/IT
Tech Security
Marketing the AV Department

- Digital Photography – Jeff Adams should be contacted again. He will be going to Jim's (?) campus next week and he will ask Jeff then.
- Acoustical Treatment - Emily has been working with Bennet Brooks with Brooks Acoustics on a double session on acoustical treatments in the classroom. This could cost some \$\$ but Em will cap it at \$500.
- Project Management – Emily would like to bring in a consultant for project management on campuses; could possibly be a general session for

all three groups. Jeff Donahue did a session at CCUMC on this topic, he might need to re-work it for us but he is a possibility. Emily will ask him.

- Media Site Live - Digital "box" that you can bring into the classroom and go live over IP from the classroom.
 - V-Brick – media housing, not full motion/full frame video but this is a solution for those that do not have cable in every classroom. The vendor will be doing a demonstration at the SUNY New Paltz campus soon.
 - Panel Discussion – "How do you do <topic> on your campus?"
 - Gary Kayye – did a session entitled "AV/IT convergence and its impact on the classroom technology" at CCUMC. Emily will look into him to do a professional development session.
- Site visits for 2005 – Need a new place for STC 2005: Villa Roma (sp), Sullivan County. Lake Placid Resort, Lake Placid. Emily will be checking out both and Peter will be joining her for Lake Placid. They will let us know what they think with in a month or so.
- Vendors for STC – Some are concerned as InfoComm is the week before and are not sure that their staff can accommodate both conferences. If you have a vendor that you want there...contact them!!

New Business:

- Concerning Ulster County Community College membership – According to the By-laws they are eligible for membership. We were concerned about their membership due to the fact that they are not State employees; they are private employees. They should be members as their school is a part of the SUNY system.
- By-laws concerning membership: This will be discussed at STC but as the By-laws are currently written: "All instructional technology personnel at every campus within SUNY shall be considered members of EdTOA." We do not currently have anything stating that Ulster cannot attend our business meeting. This will be a topic for conversation at STC.
- Plan for Bob's demo/training @ HVCC: March 2, 2004, JVC and April 8, 2004, Sharp Electronics. Bob could not make conference call but we are assuming that this demo/training is a go!!
- Date for NYN – meeting March 19, 2004 10:00-2:30. Breakfast and lunch will be provided. This invite will go out to the entire list. NYN HAS HEAT!!
- Guest Georgia Tucker – SUNY TV survey questions and answers were sent to Roy and Georgia. Roy states the responses were great and will follow-up on those problems that were mentioned with the staff at NYN. There is a meeting tomorrow Georgia states that they have applied for several grants from Foundations to do a program on financial literacy for undergraduates. She has talked to four of the five program managers and expects to hear something in a couple of weeks. Would like to do a video conference in the Fall on this topic if the monies come through. **Could be a panel discussion – How to promote your campus through SUNY TV.

Anything Else?

Uncle Paulie has emailed Hailey and hopes to see everyone at STC. Discussion followed☺. If anyone would like to call him, John gave us his home phone number: (716) 662 3459. Also, his Buff State email address is still active:
ANDRUCPA@BuffaloState.edu

Next phone conference is scheduled for February 19 at 9:30 AM.

Motion to adjourn at 10:54 AM....no one seconded it, everyone just hung up!!! ☺