In Attendance:

Tracy Adkins    Laura Burtle    Terrance Manion    Greg Streib
Teresa Bates    Jennifer Chiavarro    Robert Maxwell    Anthony Van Miller
Saeid Belkasim    Solomon Fesseha    Ewa McGrail    Lee Webster
Charles Benson    Denise Floyd    Greg McLean    Yongsheng Xu
Amy Bruni    Chris Goode    Manfred Schmidt

CALLED TO ORDER

APPROVAL OF MINUTES

Motion was made and seconded to approve the minutes of October 11, 2018, as presented.

IIT MONTHLY REPORT

Tracy Adkins and Lee Webster reported the following:

- A Spring pilot is planned for WebEx Teams. BlackBoard Collaborate was decommissioned, as a cost saving measure and due to some features overlap with WebEx. However, with the move from BlackBoard Collaborate to WebEx some functionality was lost, mainly in regard to student use. Students cannot use the collaborative functions of WebEx, without assistance from a faculty or staff member. Georgia State is licensed to utilize the WebEx Teams functionality, which is comparable to Slack, another collaborative program. Students will be able to set up meetings, utilize chat features and white board all from WebEx Teams. Work is still underway for integration between Cisco and D2L, which will allow for WebEx Teams to be available within iCollege. A lengthy discussion ensued as members posed questions.

- For the past two semesters the Perimeter campuses have been working to introduce a classroom model that utilizes video conferencing across all of the Perimeter College campuses. One instructor can teach from one campus and broadcast to other campuses
simultaneously. The hope is to increase access to classes that may only be offered on certain campuses. A slightly different approach is being utilized on the downtown campus, using similar technology. A classroom in Langdale Hall has been outfitted to broadcast the lectures to any number of participants, both physically and online. The focus will be to provide availability to key classes, where physical space is limited.

Also, other classrooms in Urban Life 100 and 17, are equipped with video conferencing equipment that will work with programs such as WebEx. However, the process is more manual where the cameras have to be physically moved, the lecture hall in Langdale provides an easier and streamlined broadcast experience.

**STF AWARD VARIANCES**

Chris Goode approved a variance request from Donnia Turner. The original award funded the purchase of digital recorders and laptops. The variance request was submitted to exchange some of the items on the original award for the purchase of scientific calculators. A lengthy discussion ensued as members posed questions.

**Motion:** A motion was made and seconded to approve the variance to purchase scientific calculators in lieu of digital recorders and laptops. Motion passed unanimously.

**REALLOCATION OF FUNDS REQUEST (STF 19-IST-088)**

Manfred Schmidt, of Neuroscience Institute, made a request to reallocate funds. The initial proposal included funding for equipment that was partially provided by construction items during the move of the lab from Kell Hall to NSC. New developments has freed up about $14,400 that was previously allocated. The Neuroscience Institute would like to use these funds to purchase necessary equipment for the newly established laboratory for undergraduate research, thus making it fully functional. This would also provide a backup for critically important equipment in the Neuroscience Laboratory. The request is consistent with the Board of Regents recommendations for student technology fee.

The proposed equipment for purchase includes:

1) PCR Thermocycler (BioRad C1000 with Dual 48/48 fast reaction module) $4,995
2) Digital color camera for transmitted light- and fluorescence microscope (Zeiss Axiocam 305 color) $4,770
3) Digital laboratory pH meter (Mettler Toledo FiveEasy Plus) $642
4) Dissection tools (forceps, microscissors) $800
5) Electrode holders, peristaltic pumps, heart beat sensors, materials for stimulation chambers, and other small equipment items $2880

**Motion:** A motion was made and seconded to the reallocation of funds for STF 19-IST-088. Motion passed unanimously.
STF ALLOCATION REVIEW SUBCOMMITTEE

Robert Maxwell reported that the Review Allocation Subcommittee looked specifically at requests from academic units and institutes that are requesting changes to the percentage allocated to their specific unit or institute.

The subcommittee is looking to begin building a structure tree for the academic units, so they are aware of what institute is under which academic unit and which ones are independent from an academic unit. This will give a better look at the overall percentages allocated to academic units and look at the historic use of tech fees by all the units.

The subcommittee is also responsible for ensuring that mandatory fees are met prior to opening up technology fees to proposals from academic units. The mandatory fees are funded through the mandate fund which covers software licensing costs.

The subcommittee is discussing potentially building a pipeline for academic units that request annual software through the technology fee. This would alleviate the need to request funding for the same software year after year. The pipeline would move these yearly requests to the mandate fund to be funded each academic year.

The subcommittee will reach out to unit coordinators to inquire about licensing fees that can be added to the mandate fund.

The discussion still needs to be had as to whether the addition of fees to the mandate fund will affect the percentage allocation for academic units. A lengthy discussion ensued.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:40 AM.

Respectfully submitted,

Joyce Carroll