

SUMMARY FOR TEACHING AND LEARNING PORTFOLIO MEETING

DATE: November 19, 2014

TIME: 12:30-1:30 p.m.

LOCATION: Marriott Library, Room 5201

IN ATTENDANCE:

Rick Ash	Martha Bradley	Kirsten Butcher	Steve Corbató
Jesus Hernandez	Wayne Samuelson	Catherine Soehner	Jon Thomas

COMMITTEE SUPPORT: Qin Li, Scott Sherman

UNABLE TO ATTEND:

Pam Hardin	Nalini Nadkarni	Patrick Panos	Linda Ralston
Fernando Rubio	Jean Shipman	Patrick Tripeny	

ALSO IN ATTENDANCE:

Brett Puzey, Installation Manager, Teaching & Learning Technologies
Peter Panos, Finance Manager, University Information Technology

AGENDA ITEMS DISCUSSED:

- Breakdown of classroom refurbishment costs and schedule
- Discuss use of maintenance funds
- RFP process for student computing fees
- Adding or lengthening meetings

Breakdown of classroom refurbishment costs and schedule

Brett Puzey reviewed the classroom technology refurbishment schedule, showing the members what the projected cost of renovations would be on the six-year refurbishment schedule the group adopted last meeting and a seven-year schedule that is more in line with existing budget constraints. Puzey explained that not all rooms cost the same to refurbish, as some are larger lecture halls that cost significantly more to upgrade. The group discussed what the criteria were to list a classroom on that schedule. Typically it must be a room that can be scheduled through the general scheduling system.

Discuss use of maintenance funds

The group talked about whether to adjust the maintenance allocations in the student fees process. Jon Thomas provided the breakdown of self-reported spending of maintenance fees, which shows several categories including software licenses and salaries. Members questioned whether the software licenses were duplicating centrally provided resources or were for packages not otherwise available, and whether the salaries were something that student fees should cover. It was suggested that more detail should be requested in the future so the committee can make more informed decisions about whether the maintenance funds are being used appropriately.

RFP process for student computing fees

Jon Thomas proposed creating a new request for proposals that is transparent about the committee’s concerns and the need for more detailed reporting. No action was taken at this time.

Adding or lengthening meetings

The group discussed whether additional time was needed when meetings were scheduled for going over the proposals. The group agreed to lengthen those meetings by an hour.

Action summary			
Action	Topic	Person/Group	Next step
Decision	Adding or lengthening meetings	Qin Li	The vote to lengthen meetings will be presented to the full membership via email, as there was not a quorum present at the meeting.