

Educational Technology | Meeting Minutes | November 30th, 11:30am, CSB 110

Respectfully submitted by Emily Puthoff on 12.5.07

Attendance:

Lura Speth (chair), Rebecca Adae, Rachel Rigolino, Susan DeMaio, Emily Puthoff, Ping Su, and Andy Evans

Distribution of SCAP proposals:

If you missed today's meeting, please stop by Lura's office WSB 1F to pick up SCAP proposals.

Discussion of summary follow-up procedure:

Committee voted to keep summary procedure as-is. Lura will follow-up with those who have not submitted a summary from last year. These individuals (not depts.) are ineligible to apply for this year's scap funds. Ed Tech will not grant scap funds to visiting faculty.

Extension of Deadline:

Committee decided to extend the deadline for two weeks until 12/14/2007. The reason we decided to extend the deadline is because the total amount requested through all 9 proposals will still leave a balance of approximately \$23,000 and also because there are some faculty members that were not aware of the earlier deadline. Lura will send out a message to all dept heads and chairs advising them of the extended deadline and ask them all to ensure that they pass the info on to all of their faculty members.

Next meeting scheduled for Monday 12/10 at 2:30pm after the faculty meeting.

Meeting place, TBA. We will be discussing the proposals for Education and Physics and if time allows Theatre Arts. We'll try to keep the meeting to 60 minutes.

Notes on reviewing SCAP proposals from Lura:

We will use a ranking system for each proposal. Ranking 1 - 4. A rank of 4 would mean that it's a great proposal, and there are little to no questions about what is being requested. A rank of 3 would mean it's good, but we might have to clarify a few things. A rank of 2 would mean, many questions, lots of clarification necessary. A rank of 1 would mean, this proposal does not fit within the SCAP guidelines.

Please keep in mind that we do not have to fund a proposal completely. We can decide not to fund certain items if they do not meet the guidelines. Consider- does the item connect to a computer?

Also keep in mind that we cannot spend more than 10% of the scap budget on furniture. Lura noticed some departments were requesting furniture. Normally the committee would refrain from approving any furniture, but since there is extra money, maybe some of the money may be able to go towards furniture. Please review the guidelines before you review the proposals. You can find the guidelines here:

<http://www.newpaltz.edu/techcommittee/>

Any new proposals that we may receive will be reviewed after all of the 9 existing proposals have been reviewed.

Lura will scan the summaries we received from last year's SCAP and posting them up on the website.