

**ACPB Meeting
Minutes
16 February 2004**

Present: Lembke, McKelvey, Peters, Reed

Minutes

- Minutes of the meeting of 8 December 2003 were approved.
- ACPB members should send an electronic copy of the final approved minutes for which they're responsible to Roberta (for ACPB records), Dolores (for College archives), and Phyllis Stuckmayer (for posting on Dean's Web page).

Announcements

- Staffing: Tim Frederick, a former Media Services employee, is now being fully deployed as the new specialist for classroom technology.
- Update on Status of College's Development of Copyright Policy:
 - Assistant Provost Arnie Ostebee hopes to implement a two-tier statement of copyright policy:
 - The College, with assistance from its legal counsel, will adopt a general policy statement to the effect that it abides by copyright law.
 - Further guidelines for campus use ("safe harbor guidelines") will also be developed.
 - The College will select two individuals to serve as copyright clearance staff: one in IIT and one in the Library. These individuals will complete a training program offered by legal staff and will assume the duties of a copyright clearance review team as part of their normal workload.
 - A strong educational component accompanies the introduction of copyright guidelines. College lawyers will run training sessions for all Library, IIT, Print Center staff, and Department Chairs; additional training will be available for the general campus community. In addition, the Library and IIT will draw up a list of common questions and issues as a quick reference guide for the campus community.
 - Assistant Provost Arnie Ostebee hopes to have the guidelines and training programs in place by Fall 2004.
 - ACPB members stressed the importance of consulting lawyers who understand the work and practices of academe.
- Budget Update: IIT budget activity is where it should be at this point in the year; barring a catastrophe in Spring, IIT will be on-budget for the year.

2003-04 Student IIT Survey Results: Highlights

- The level of student ownership of computers continues to rise, reaching to 92% of those responding. The level of ownership among the SSS population, however, is lower (75%). IIT, in collaboration with other offices, will look for possible ways to address this difference in level of ownership.

- Despite increasing levels of student ownership of computers, College labs are still heavily used. There appears to be more use due to group projects; IIT will try to set up these spaces to facilitate group work.
- The level of student ownership of printers has decreased. At the same time, only 7% of the students responding complained about printing charges newly instituted this year. IIT will continue to track patterns of student use of public printers as a way of monitoring the new policy.
- MAC ownership is up and will probably continue to rise as OS/X becomes more widely acceptable in the industry and as virus and worm attacks continue to render PCs more vulnerable than MACs.

CLAC (Consortium of Liberal Arts Colleges) Data Comparison (2002-03 Data)

- Budget ratios: IIT at St. Olaf continues to be funded below the CLAC average (at 3.5% of the institutional budget compared to a CLAC average of 5.42%). [CLAC membership=51 institutions.]
- Staffing ratios: The number of students supported per IT staff member at St. Olaf (152.10) continues to run significantly above the CLAC average (78.50). Likewise with the number of faculty supported per IT staff member (St. Olaf=19.00; average=8.30).
- Computer ratios: Number of students per accessible institutional computer at St. Olaf=3.78; average=5.80. Number of employees + students per number of institutional computers at St. Olaf=2.08; average=2.30.
- ACPB members agreed that the level at which IIT outperforms its resources reflects its good leadership.

New Tenure-Track Faculty and Start-Up Funds

- IIT has no special funds dedicated to the technology start-up costs of new tenure-track faculty. This is an issue because technology accommodations for incoming tenure-track faculty sometimes get lost in the cracks.
- Roberta will remind Department Chairs to plan for the needs of new tenure-track hires in her April letter regarding technology requests for the coming academic year. IIT will consider earmarking a small amount of funds to address this need.

ACPB Meeting Time

- ACPB will meet on Monday mornings from 10:45 to 11:45 during Spring semester.

Respectfully submitted,

Dolores Peters
ACPB Chair, 2003-04