



**Media Services**  
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Departmental Meeting Minutes November 5, 2003

Axton, Lamotte, Jennings, Herndon, Shannon, Spivey

Storage area for Compact Disc's are needed now that the foreign language department has changed their audio format. We need a separate place to store the copies and the masters. Since the format has changed to Compact Disc's we do not have the capabilities to burn large quantity of CD's we have a large quantity of students and they have to request them and they have to be burned the night after. We need a larger quantity and faster duplicating so we can have enough materials available for the students. We are only using Spanish at this time. We have not yet duplicated German or French. Rose will request student technology fee funding for a larger format Compact Disc Duplicator.

Rose will take Edgar to select the storage units needed.

Bulk copier needed. A lot of requests from Faculty and students to copy DVDs. The only way we can do this is to load the material on the Macintosh Computer and burn it that way. While the duplicating is taking place the resources cannot be used for designing new materials. Need a duplicator and also a recorder. A lot of faculty have requested that we tape their video format and copy it to DVD so they can have a copy they can play on the computer or the students can check out.

Rose suggested we request student technology fee to purchase the DVD Duplicator for student and faculty use.

The Policy has changed to requesting faculty and students to check out their video instead of delivering to the classroom. The video tape disappears from the classroom before class begins or after class is over. This way the patron is responsible for the material that they need for their class. Less theft and better accessibility.

Faculty Presentation Systems. We have two faculty laptops that are checked out that need to be replaced. They are only able to run Windows 95 and the faculty are complaining about not being able to run their programs on them. Need to be replaced soon.

Distributed the Unit Plans for the Department. The Unit Plan is approved unanimously.