

Media Services Meeting Minutes

Date: August 1, 2005

Present: Axton, Britt, Herndon, Jennings, LaMotte,
Logan, White

Leader: Axton

Recorder: Logan

Media Services and Curriculum Center's Mission Statement and Goals were distributed among the attendees.

Cindy discussed the Curriculum Center Mission Statement:

1. Provide and maintain current resources for the students, faculty and staff.
2. Replace outdated material and find a replacement for Praxis.
3. Provide additional resources to operate and maintain the Curriculum Center.
4. Also, try to find more money to operate Curriculum Center.
5. Improve access to students, faculty and staff.
6. Improve awareness to faculty and staff of the resources and services available to them through the Curriculum Center.
7. Cindy sends e-mails to the College of Education to keep them informed of the resources available.
8. Continue moving material to the Library of Congress shelving system and finish cataloging math and science manipulatives.
9. A need for additional space for the Curriculum Center was discussed.

Matthew approved the mission statement and Bob seconded it.

Rose discussed the Media Services Departmental Goals Statement:

1. Provide and maintain new technologies for the faculty, staff and students.
2. Replace the 15 computers in the Media Center that are over four years old.
 - a. *Will request funding from student tech fee.
3. Obtain permanent source of funding for annual satellite programming available to the faculty, staff and students.
 - a. *Will request permanent funding from Academic Affairs.
4. Permanent funding for the replacement of defective equipment. Currently we have no budget for equipment replacement.
 - a. *Will request permanent funding from Academic Affairs.
5. Update the Media Collection by weeding outdated materials. Recently we weeded 860 pieces and 80 titles from the collection.
6. Provide additional non-print materials for Humanities Programs. Independent Study Students have to watch the videos in the Media Center so they are spending the same amount of time they would be spending in the classroom. Matthew asked about getting the copy rights to the material because it would be expensive to replace. Steve asked about starting a sign up sheet for the students. The question was brought up about why these materials are not coming out of academics department budget.
 - a. *Request one time funding to purchase the needed materials.
7. Redesign the classroom instructional stations 1002 and 1008 in the New Science Building. Rose wants to replace the projectors and install the video system.

- a. *Request funding from Student Tech Fee.
8. Provide high quality production facilities for video and audio projects to enhance productivity for faculty, staff and students. Edgar and Matthew will get the prices from the vendors.
9. Request permanent funding for the telephone budget. Discussed ways to cut the cost.
10. Secure funding for the training for staff to be certified programmers for Video Distribution Systems currently being utilized in the academic classrooms. We are being forced to use office supply budget money for the training.
 - a. Request additional square footage.
11. Replace of door on golf cart storage with a solid surface rolling door to keep equipment from getting wet.
12. Permanent funding for equipment repairs and maintenance budget. Media Services has no current funding for repairs and maintenance.
13. Request full time staff position for classroom services. Presently we do not have anyone to support night classes.
14. Replacement of one of the department's golf carts. There is no exterior lighting which makes night driving hazardous.
15. Additional money for student assistants and permanent funding for part time clerical.
16. Requesting 5 position upgrades to reflect their additional responsibilities.

Ralph asked when we were going propose the installation of the Extron System in Fine Arts for all four rooms. Rose asked Ralph to call Glenda Brady to get prices. Bob said that A-10 should be included in the list. He also asked that the computers on the carts be replaced with new or upgraded computers. Rose asked Matt to call Cathy Barner to see if she has any computers that we can get to replace the ones on the carts.

Bob approved the unit plans and Matthew seconded them.