

Media Services Staff Meeting Minutes  
August 15, 2003  
1:30 PM

**Present:** Rosemarie Axton, Ralph Herndon, Robert Shannon, Edgar La Motte, Bill Gray, Matthew Jennings

**Points of Discussion**

**I. Preparing for Fall Semester**

- Revised Digital Camera Policy and Student Laptop Checkout Policies to be published on the Media Services web site by Monday 8/18/03.
- Setup AV equipment in new carrels.
- Arrange to have the sound rack in Washington Hall to be wall mounted.
- Make sure video tapes are checked out properly. Several missing videos are unaccounted for in the Media Scheduler.
- Assign a student assistant to record the Psychology lecture series and return the videos to the Media Center to be cataloged.
- Train Media Center staff and student assistants on use of the two new Imacs.
- Puntos is now available on audio cassette and cd. MP3 files for each chapter are also available on the campus network.
- Lang & Lit will need to provide a letter proving we have the right to duplicate new editions of media for the French and German classes.

**II. Imacs**

- Create an Imovie tutorial to be place on the Media Services web site.
- Set up a video editing policy for the Imacs.
- Purchase external hard-drives to store student projects while they are working on them.

**III. How much support?**

- Bob will write a policy indicating which software Media Services will support and the level of the support we will provide.
- Equipment can be delivered to the conference rooms in Allgood Hall.
- Laserdisc Players will not be delivered. H10 and H11 can be scheduled for viewing laserdiscs.

**IV. Follow up**

- Bill will contact VSGI about training for the mobile video conferencing unit.
- Setup of equipment in FAC A10 has been completed
- Ceiling mounted projectors in GH (202, 204, 207) have had security cables installed.

**V. Washington Hall Scheduling Issues**

- Physical plant schedules the student conference room in Washington Hall.
- Anyone reserving the room for presentations will also need to check out a laptop from the Media Center or provide their own.

**VI. Supplies**

- Purchase a supply of Sony format mini DV tapes for the new mini DV cameras.
- Purchase DVDs (DVD-R) for use with the new Imacs.