

Engineering Student Technology Committee (ESTC):

Meeting minutes for December 4, 2002 - Civil Eng. Conference Room - 7:45am

Present: Morgan Defoort (ME), Prof. Garcia (CE), Tim Hinerman (ME),
Kate McDonnell (ECE), Arun Nair (CE), Mark Ritschard (ENS),
Prof. Sakurai (ME), David Wiegandt (ECE) - chair, Prof. Wilmsen (ECE)

Absent: Kat Christian (CE), Michael Flick (CE),
Prof. Gessler (Academic Affairs), David Hodge (ChemE),
Jennifer Meints (intra), J. P. Murray (ECE), Derek Reding (ME),
Prof. Wickramasinghe (ChemE)

- Corrections to previous meetings minutes (4-24-02)
not addressed.

- Suggestion to place a SmartBoard in the Cafe

A student has suggested placing a SmartBoard in the Cafe conference room. Ritschard provided a short explanation, but will attend a session in January to learn more and then provide a report at the next meeting. He will also research the cost. In the meantime, committee members will discuss the idea with their constituents.

- Request to take on GIS printer expenses

Ritschard distributed a handout with details regarding budgets that funded the current lab equipment and notes about the current situation. A text version is included here and the Excel spreadsheet is attached.

GIS Lab Funding
May, 2000 to date

Student Tech Funds	
ESTC contrib.	CE contrib.

CE funds

ENS

New Computers (SU00)	3,997.72	
New Computers (SU01) 8,000.00	8,000.00	
New Color Printer (SU01)		4,489.57
Rebuild lab - labor (SU01)		432.00
New Computers (FA01)	3,000.00	109.62
Install computers - labor		86.40
New plotter (FA01)	4,001.16	
ArcView license (AY02)	1,824.00	
New Projector (SP02)	3,809.75	
Install projector - labor		58.88
Rewiring (SU02)		4,790.12
ArcView license (AY03)	1,900.00	
printer maintenance (FA02)		139.50
general maintenance		X

total dollars

Student Tech funds: total contribution:\$ \$44,638.72 or 89.27%
Student Tech Funds: ESTC contribution: \$8,000.00 or 17.92%
Student Tech Funds: CE contribution: \$26,532.63 or 59.44%
Student Tech Funds: ENS contribution: \$5,315.97 or 11.91%
CE funds: \$4,790.12 or 10.73%

Notes:

- 1) When the lab was rebuilt, CE agreed to be responsible for all printing costs. John Labadie has now requested that ENS pick up these charges.
- 2) Ritschard recalls that the ESTC agreed to fund the lab rebuild in summer of 2001 as long as CE opened up the lab when classes are not in session. However, no documented statements could be found.
- 3) The lab is closed to all students except those who are given access by Profs. John Labadie or Luis Garcia, or who have one-time access for a CE class.
- 4) Only CE classes have access to the room.
- 5) As of 12/3/02, 14 students and 11 CE faculty/staff have 24 hour access to the lab. An additional 19 students have access for class.

Ritschard reported that the cost to maintain the two printers is approximately \$1000 a year. The committee would like to see the lab opened when classes are not in session. However, the GIS software is only installed in that lab, so allowing all students access may adversely affect the ability of GIS students to complete their work. Ritschard will check to see if the software can be metered and, as a result, installed outside of the GIS lab.

Prof. Garcia will check with the CE faculty to see if there are other issues that may indicate the need to keep lab access limited. The committee will wait for the resolution of these two issues until a decision is made on the printing.

Last year the committee decided to place stickers on equipment that indicates it was purchased by student technology funds and ENS did so this past summer. A request was also made to place signs in the labs indicating that they are maintained by student technology funds. Ritschard distributed a sample sign which was edited by the committee. The final version will be printed on nice paper stock (certificate-like, if possible) and placed in a nice frame. If possible, the CSU logo and the Dean's signature will be added for a nice effect.

- Suggestion to place more laptop stations in the Cafe

A student has requested that laptop stations be added in the Cafe that would include a network and power jack. Ritschard reported that they would cost approximately \$100/each if placed on the round tables. Although some wondered why students are not taking advantage of the wireless network, Wiegandt moved and Garcia seconded that five stations be added, two on each round table and one on the conference table. The motion passed unanimously.

- Report from the University CFT committee

The Charges for Technology (CFT) process at CSU is governed by the University CFT committee, to which this committee sends three members: Murray, Ritschard, and Wiegandt. The following report was given on the Fall meeting:

- * Details on how the Assistive Technology charge is spent
(handouts attached)
- * The process that Engineering developed for print quotas has been formally adopted as the campus standard and approved by the Board of Governors. This is good news, because it allows us to charge students when they need quota beyond the free quota provided each year.
- * Computer lab "swing" space has been provided in the GSB building to which labs can be moved when buildings are renovated.
- * The Library explored the possibility of "taxing" the CFT process to support computers in the library. The idea was not well received and so ACSCU agreed to explore charging a fee to support library computing.

- Loaner laptops need to be replaced

ENS has four laptops that members of the college may borrow, two of which were originally purchased with student tech funds. Ritschard reported that these two need to be replaced and that they have never been added to the regular replacement schedule. The committee expressed interest in replacing the laptops, but asked that Ritschard bring a cost estimate to the next meeting. Defoort suggested that one be replaced now and then one later, so that both do not need to be replaced at the same time again.

- Suggestion to place a Help Desk in LMDS

The ENS student employees have requested a Help Desk for the Lockheed Martin Design Studio for two reasons: 1) so that they do not take up a computer needed by students doing school work and 2) so that there is a consistent place

students can go for help. Ritschard estimated that it would cost approximately \$1000. Wiegandt moved and Garcia seconded that the Help Desk be funded and the motion passed unanimously. The committee also requested that a sign be added to make the Help Desk more visible.

- Final expense report for 2001-2002 (FY02)

Ritschard distributed two versions of the final expense report, one reflecting Revenue vs. Expenses and the other reflecting actual budgeted amounts and allocation details. Both handouts are attached (Excel workbook). Ritschard also explained how Advance Purchases work as a way to bring the budget balance as close to \$0 as possible at the end of the fiscal year when no plans for a carry-forward are in place.

- Report on expenses-to-date for Internet Cafe

Moved to next meeting

- Status of Internet Cafe equipment (what's left)

The following items await completion in the Cafe:

- 1) Couches (existing couches are on loan from BC Infill)
Wiegandt and Ritschard are working on ordering the couches
- 2) Telephone
Is on order, but shipment was delayed by the longshoreman walkout on the west coast
- 3) Coffee Tables: also on order, also delayed
- 4) Side Tables: under construction
- 5) Network & Power upgrades & improvements (in progress)
- 6) painting of new piping to match the decor

- Items from the floor

Wiegandt suggested that the committee consider a scrolling message board for the Cafe. Others suggested that a small whiteboard might do just as well, but it wouldn't be as "cool". Committee members will discuss the idea with their constituents.

Hinerman suggested that a sign be placed on the Internet Cafe conference room to make the reservation system more obvious. Ritschard agreed to do so.

Hinerman also thought it would be a good idea to add a suggestion box in the Cafe. The minute taker apologizes that the response was not recorded or remembered: an item for the next meeting.

The next meeting will be in early February. Wiegandt will notify the committee when the date is picked.

Respectfully submitted by
Mark Ritschard

GIS Lab Funding

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	<i>Student Tech Funds</i>			<i>CE funds</i>	
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Install projector - labor			58.88		
Rewiring (SU02)				4,790.12	
ArcView license (AY03)		1,900.00			
printer maintenance (FA02)			139.50		
general maintenance			X		
<i>total dollars</i>	8,000.00	26,532.63	5,315.97	4,790.12	44,638.72
<i>percentage</i>	17.92%	59.44%	11.91%	10.73%	100.00%
		89.27%			

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An additional 19 students have access for class.

**Charges for Technology Committee Meeting
Fall 2002**

Assistive Technology Update:

Assistive Technology Resource Center

Department of Occupational Therapy

College of Applied Human Sciences

Fort Collins, Colorado 80523-1573

(970) 491-2016

FAX: (970) 491-6290

Examples of Assistive Technology Accommodations:

(July 1, 01- June 30, 02)

1. Sherri, Kara, Shaun, and Ellie are all students with **blindness**. They are all users of screen reading software which is their primary means of access for all computer applications including the internet and email.

Site license – this license allowed us to load the **screen reading software** called Jaws in 20 different locations. This allowed these 4 students to have access in the student center, the library, the intra-university labs, the Weber lab, the Resources for Disabled Students office for testing purposes and finally the ATRC for training purposes.

2. Mark is a student in Industrial Construction Management. He has a diagnosis of **dyslexia** which impacts his ability to read. In addition to computer lab accommodations, a new issue that arose for him in this academic year was the need to scan text and have it read in a portable manner.

Reading Pen II – this device is a **pen sized (hand held) scanner** that would let Mark read on the fly in lab settings, etc. The device will scan one sentence at a time and read it aloud. He found it very useful for reading things like technical manuals.

WYNN (What you Need Now) – this combination of hardware and software allows OCR capabilities that then allow the text to be manipulated by the user in terms of the display and speech output (**scanning and reading software**). In addition it provides text to speech on the internet for the user that has a reading disability and has various electronic study tools.

3. Ellie is a music major who is **blind**. She needs conversion of both text and music notation into Braille. Additionally, she needs access to software that allows her to do music composition on the computer. Last year we made initial purchases of technology to allow access to the music. This year, we needed to upgrade some of these programs so they would interface with technology in the music building computer lab.

Sharp Eye – a **scanning program for music notation** that is a vast improvement over a prior software program called SmartScore.

Goodfeel – this upgrade of **music to Braille conversion** allowed us to interface with an operating system other than Windows 95!!!!

Cakewalk – standard **music composition software** was purchased for Ellie to access as the music department owned only one copy and it was always in use. It is the only means of access for her to do computer based music composition so consistent access was necessary.

Omnipage Pro – **OCR software** that allows RDS to scan text for conversion into electronic formats or Braille. The upgraded version allows for improved recognition and faster multi-page scanning.

OpenBook – this combination of hardware and software allows Ellie to **scan and read** text herself in the music building, at the library and other relevant campus locations. The upgrade now allows email access as well.

5. The number of **students with learning disabilities** that are accessing assistive technology services has risen substantially (**17** individuals in the last academic year). These students are frequent users of **scanning and reading software (WYNN)** at the Morgan library. Access to this software was in such demand that users were waiting in line to read text in this fashion. Therefore, we opted to buy a **site license** (10 users) for the library and the IU labs – the two locations where this product is in the highest demand.

6. Shelly is a PhD student in Physics and a Masters Student in Nutrition. She is completing her thesis and dissertation and is more or less home bound due to **severe malnutrition due to diphtheria, asthma and allergies**. She is prone to fatigue, has low endurance and extreme weakness. She has to do her computing work in a supine position.

Laptop – this allows Shelly to maintain contact with instructors via email and to complete her research.

Dragon Naturally Speaking – Shelly uses this **voice recognition software** to dictate her thesis and dissertation. It compensates for a lack of strength and allows her to work in a horizontal position.

ATRC EXPENDITURES FOR 2001 - 2002

<u>DATE</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>ITEM</u>
8/29/2001	SOFTWARE CELLAR	397.82	Adaptec Scanner Card, 6' Cable
9/13/2001	SOFTWARE CELLAR	42.26	256K RAM Replacement
9/14/2001	HENTER JOYCE INC.	4,032.75	Increase JAWS Site License
11/2/2001	DANCING DOTS	50.00	Sharp Eye 2
12/10/2001	BEYOND SIGHT INC	270.63	Reading Pen II
2/4/2002	ADAPTIVE TECH INC	1,145.00	DNS PRO upgrade; Zoom Text Xtra Subscription; Wynn Wizard upgrade
3/14/2002	BEYOND SIGHT INC	136.40	Braille Embosser paper
3/14/2002	DANCING DOTS	269.00	Cakewalk Sequencer Software
3/19/2002	GATEWAY	2,441.00	Pro Audio 9.2
3/10/2002	GATEWAY	2,560.00	Solo 9550 Laptop Desktop Computer
3/25/2002	FREEDOM SCIENTIFIC	4,415.00	WYNN Wizard upgrade to 10 user site license
<u>TOTAL</u>		15,759.86	

Charges for Technology Fund

College of Engineering

Account Number 259130

Fiscal Year 2002 (May 16, 2001 - May 15, 2002), adjusted to July 1, 2001 - June 30, 2002

Revenue & Expense Review for FY02

	FY02 Budget	FY02 Actual
Revenue		
FY01 Carry Forward	\$64,168	\$64,168
New Equipment Sales (reimbursements)	\$0	\$11,156
Print Quota Purchases	\$0	\$4,466
Technology Charge (Fall)	\$245,000	\$255,857
Technology Charge (Spring)	\$245,000	\$235,091
Used Equipment Sales	\$0	\$10,059
	\$554,168	\$580,796
Expenses		
FY01 Projects not completed	\$34,681	\$31,559
FY01 Budget Carry-Forward	\$29,487	\$0
Advance Purchases	\$22,000	\$87,170
Equipment Replacement	\$0	53,320
Servers & Services	\$0	33,850
Assistive Technology	\$2,000	\$2,555
Business Expenses	\$2,000	\$3,328
Central Services & Systems	\$226,000	\$218,328
Computer Lab Equip. Replacement	\$110,000	\$111,775
Laboratory Maintenance	\$20,000	\$21,240
Network Maintenance	\$6,000	\$4,662
Server Maintenance & Support	\$30,000	\$20,291
Student Wages	\$60,000	\$60,360
Department Allocations	\$118,000	\$129,857
Atmospheric Science	\$22,000	\$18,672
Chemical Engineering	\$14,370	\$25,892
Civil Engineering	\$31,890	\$45,286
Electrical & Computer Engineering	\$14,590	\$22,822
Intra-departmental majors	\$3,000	\$0
Mechanical Engineering	\$32,150	\$17,186
Scholarships	\$50,000	\$46,601
Strategic Initiatives	\$70,000	\$53,701
Backup of Student File System	\$10,000	\$10,000
Internet Café	\$20,000	\$0
Remote Lab Access	\$40,000	\$43,368
Other		\$333
	Budget: \$554,168	\$573,097

Carry Forward to FY03: \$7,699

Charges for Technology Fund

College of Engineering

Account Number 259130

Fiscal Year 2002 (May 16, 2001 - May 15, 2002), adjusted to July 1, 2001 - June 30, 2002

Budget Review for FY02

	Forward from FY01	FY02 Budget	Reallocated (+)	FY02 Expenses	Reallocated (-)	Forward to FY03
FY01 Projects not completed	\$34,681	\$0	\$0	\$31,559	3,122	\$0
Advance Purchases	\$0	\$22,000	\$24,886	\$87,170	7,360	\$47,644
Assistive Technology	\$0	\$2,000	\$555	\$2,555	\$0	\$0
Business Expenses	\$0	\$2,000	\$1,328	\$3,328	\$0	\$0
Central Services & Systems	\$5,231	\$226,000	40,900	\$226,078	\$31,996	\$3,596
Computer Lab Equip. Replacement	\$0	\$110,000	\$25,040	\$115,490	\$19,550	\$0
Laboratory Maintenance	\$968	\$20,000	\$5,743	\$22,516	\$0	\$2,258
Network Maintenance	\$0	\$6,000	\$0	\$4,662	\$0	\$1,338
Server Maintenance & Support	\$4,263	\$30,000	\$2,758	\$23,049	\$5,446	\$0
Student Wages	\$0	\$60,000	\$7,360	\$60,360	\$7,000	\$0
Department Allocations	\$34,717	\$118,000	\$0	\$122,107	\$11,188	\$26,532
Atmospheric Science	\$0	\$22,000	\$0	\$18,672	\$3,329	\$0
Chemical Engineering	\$4,907	\$14,370	\$7,000	\$19,309	\$6,583	\$385
Civil Engineering	\$13,396	\$31,890	\$110	\$45,395	\$0	\$0
Electrical & Computer Engineering	\$9,326	\$14,590	\$0	\$21,545	\$1,276	\$1,094
Intra-departmental majors	\$3,000	\$3,000	\$0	\$0	\$0	\$6,000
Mechanical Engineering	\$4,089	\$32,150	\$0	\$17,186	\$0	\$19,054
Scholarships	\$0	\$50,000	\$0	\$46,601	3,400	\$0
Strategic Initiatives	\$0	\$70,000	\$8,915	\$53,701	\$0	\$25,214
Backup of Student File System	\$0	\$10,000	\$0	\$10,000	\$0	\$0
Internet Café	\$0	\$20,000	\$0	\$0	\$0	\$20,000
Remote Lab Access	\$0	\$40,000	\$0	\$43,368	\$0	\$3,368
Other	\$0	\$0	\$0	\$333	\$0	\$333
	\$64,168	\$490,000	\$76,584	\$573,098	\$57,065	\$7,699