Meeting Minutes
January 17, 2013

Agenda

1) Call meeting to order; seating of substitutes
2) Approvals
   a. Agenda
   b. Minutes from last regular meeting, January 17, 2013
3) Financial Report
4) Unit presentations
   a. College of Agriculture & Life Sciences
   b. College of Veterinary Medicine
   c. College of Human Sciences
   d. Library
5) Old Business
   a. Paper subsidy
6) New Business
   a. Extension requests – Elena Cotos
7) Good of the order
8) Adjourn

Members Present: Eliot Winer, Chair, Harsh Buddhadev (HS), Gregory Davis (LIB), Daniel Dowd (LAS), Arne Hallam (LAS), Steve Harm (GSB), Erich Hodges (CALS), LaDon Jones (ENG), Young-A Lee (HS), Mervyn Marasinghe (LAS), Kris Michalson (Vet Med), Divya Mistry (GPSS), Alejandro Ramirez (Vet Med), Valentina Salotti (BUS), Joshua Schroetter (ENG), Gaylan Scofield (CALS), Ekaterina Sinitskaya (LAS), Mike Wilson (for Jim Twetten, ITS), Bryce Williams (BUS)

Ex-Officio Members Present: Lynette Sherer (ITS), Brent Swanson (ITS)

1. Meeting called to order by Elliot Winer

2. Approvals
   a. Agenda – Arne Hallam moved to approve the agenda. Gaylan Scofield seconded. Committee voted, and the motion passed to approve the agenda.
   b. Minutes from November 15, 2012 meeting –
      Arne Hallam moved to approve the meeting minutes for November 15, 2012. Alejandro Ramirez. Motion seconded and motion passed to approve the minutes as written.

3. Financial Report
   a. Financial report – Brent Swanson provided the financial report. He noted that SNAP expenses was over budget and that has since been corrected to reduce the CAC commitment. He assured the group the expense would not exceed the budgeted amount. Regarding the income summary distribution, Brent noted that this now breaks out summer from the academic year.
5. Old Business
   a. Paper Subsidy
      There was continued discussion. Eliot Winer noted that at the last meeting we talked about various approaches to this including raising the subsidy, etc. (See Appendix B.) Comments:
      - Arne is trying to think about this in a PR context. Does it make the students feel better knowing that their printing is covered and not going on their U-bill?
      - Kris noted that Vet Med is considering not funding any B&W printing beyond the CAC subsidy.
      - Gaylan feels it comes down to the amount of stuff online and students feeling like they need to print (faculty requesting).
      - It was noted that students learn that there is a difference in the cost of the printing.
      - Alex noted that once we give it and then take it away, we will have negative PR.
      - Eliot noted that when he saw those numbers, he was very surprised at the amount of printing. Over the last month or so, he has visited with other faculty and everyone is stunned at the number of pages printed. Therefore, he will not support unilaterally increasing this subsidy. He reminded the group that we came up with alternative options, and maybe we need to pursue that.
      - Eliot asked that Jim Davis get involved as well and possibly Provost Wickert and President Leath to get their input. This is counter to a green initiative.
      - Erich also noted that students print at home (no U-bill charge); they can save money, etc.
      - What would it cost to buy a campus license to Acrobat Pro? Students could download PDFs and “write” on them.
      - Harsh noted that printing is not constant during the semester and students are not keeping track, and they are printing heavily at midterm or toward the end.
      - Increase the print subsidy and have an incentive to balance that?
      - Ekaterina asked about having a call for proposals to reduce printing.
      - Kris asked how many tons of pages are printed off and nobody gets them. At Vet Med, students print and stuff sits there and people forget them. They have tracked this and they save several thousand pages alone by a job sitting in the queue until it is released when the student gets to the printer. (Brent noted that Papercut allows a department to choose to release the job automatically or upon demand.)
      - Brent noted that two of the largest units charge 1 cent per page so it is basically free to print there. Both Engineering and Business say they don’t want students to pay for printing. If we increase the subsidy, students will print a lot more.
      - Arne suggested that this report in some form be distributed widely on campus.

Eliot asked Brent to put something together, and Lynne and he will send something out to campus for their consideration. Arne Hallam moved to table the discussion; Gaylan Scofield seconded.
5. **New Business**
Elena Cotos requested an extension for two CAC projects. Eliot brought forward this request to the committee since this is the second request for an extension. The question is regarding scope of work and if the proposed project is feasible. Eliot noted that he believed, due to his frame of reference, it is feasible. It was suggested that we indicate that, no matter what, that there will be no further consideration of an extension for either grant. Greg David moved to approve Elena’s request and extend both awards. Erich Hodges seconded. Arne Hallam proposed an amendment that the committee will not consider another extension. Gaylan seconded the motion. The amended motion passed.

6. **Good of the Order**
None.

7. **Adjourn**
Arne Hallam moved to adjourn. Alejandro Ramirez seconded. Motion passed, and the meeting was adjourned.

Lynette Sherer
IT Services
Appendix A

Unit Reports
CALS – CAC Report
Number of Departments = 15 (some departments shared with LAS & HS)
Number of Public Labs = 12

The Technology Advancement Committee provides recommendations on expenditures of student computer fees and other technology-related programs.

1. Solicit proposals and provide recommendations to the dean on the expenditure of student computer fees held by the College of Agriculture. (40% of the student computer fees that are paid by students in the college are handled in this manner.)
2. Review departmental use of student computer fees. (60% of the student computer fees that are paid by students in the college are allocated directly to departments after the college 40% is held for the proposal process identified in 1 above.)

Committee Composition and Operations
Committee members are appointed by the Dean or the Dean’s designee in consultation with department Chairs and the Technology Advancement Committee Chair. Six faculty members, four undergraduate students, and 2 graduate students are voting members. The term of faculty membership is three years with approximately one-third of the committee rotating off each year. No more than two consecutive terms may be served. The student members are appointed for a one-year term which may be renewed.

Departmental Spending Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Dollars Spent</th>
<th>Per Cent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware</td>
<td>358,002</td>
<td>64.9</td>
</tr>
<tr>
<td>Software</td>
<td>45,288</td>
<td>8.2</td>
</tr>
<tr>
<td>Expendable Supplies</td>
<td>44,487</td>
<td>8.1</td>
</tr>
<tr>
<td>Other Services or Fees</td>
<td>35,204</td>
<td>6.4</td>
</tr>
<tr>
<td>Course Development Personnel</td>
<td>22,492</td>
<td>4.1</td>
</tr>
<tr>
<td>Support Personnel</td>
<td>20,327</td>
<td>3.7</td>
</tr>
<tr>
<td>Network Access</td>
<td>18,307</td>
<td>3.3</td>
</tr>
<tr>
<td>Graduate Student Tuition</td>
<td>7,475</td>
<td>1.4</td>
</tr>
<tr>
<td>Security &amp; Protection</td>
<td>366</td>
<td>0.1</td>
</tr>
<tr>
<td>Total Spend</td>
<td>$551,949</td>
<td></td>
</tr>
</tbody>
</table>

ABE – various software packages and special equipment to be used in several labs
AGEDS – software, computers, media equipment for student presentation capture, Virtual Welding Simulator
AGRON – media equipment upgrade and support for application server for distance students
ANS – computer lab upgrades, media equipment, digital signage, software
BBMB – software, media equipment, computer lab chairs (preapproved), scientific equipment for teaching labs
EEOB – computer lab upgrades, wireless upgrades
ECON – thin-client/terminal infrastructure, software
ENT – laptop, software
FSHN – media equipment, laptops, wireless upgrades
GDCB – computers to support Biol courses and teaching labs
HORT – computer lab upgrade, software
NREM – laptops, desktops, software
PLP – computer lab upgrades, software
SOC – printer, software, lab support
MICRO – computer lab upgrades, software
College – funded student Microsoft License program
College of Veterinary Medicine

CAC reporting on 1/17/2013 by Alex Ramirez

The College of Veterinary Medicine is undergoing a substantial change on how we utilize CAC funding. Before 2012-2013 academic year, all CAC funds were available to the College of Veterinary Medicine Computer, Library and Information Management Committee (CVM-CLIM). The CVM-CLIM committee would use these funds to subsidize all our student printing as well as support innovative projects within the College focused on technology and student learning. Projects for FY12 included: Windows 7 upgrade for 3rd and 4th year student laptops (all students are required to have a specific make and model of tablet computer purchased though the College), purchase of loaner laptops for students, update of AV equipment in two rooms, ECHO capture system support, and a project to use 3D models for anatomy lab. A demonstration of some short videos on animal 3D anatomy were shown to the group.

After shortly taking office, our current Associate Dean of students realized all student computation technology expenses were being covered by her office and were not using any CAC fees. Once it was realized what had been going on, our CVM-CLIM committee was given new priorities for spending CAC funds. Because the CVM has a cap in enrollment, and we have very high technology usage, our CAC funds are not able to meet all our student technology needs and still have extra funds to support new innovative projects such as the 3D anatomy proposal. For this academic year, our funds will be used to cover student printing, wireless network access fees, and ECHO capture system. Our ECHO capture system costs about $30,000 a year but is a critical part of our everyday student learning.

In the near future, our CVM-CLIM committee is looking to evaluate limiting per student printing subsidies, as well as ways to generate/find additional funds for future classroom updates. Our classroom updates are quite costly due to our high technology usage. Our CVM-CLIM committee under the initiative of our students is exploring on possibly requesting a special technology fee for veterinary students as done in other Colleges with high computer/technology usage. Our CVM-CLIM committee will only seek this option if it is absolutely necessary and as last resort as we are all very aware of the concerns with student debt.
University CAC Meeting
January 17, 2013

College of Human Sciences (CHS) CAC Report/Highlights by Young-A Lee

Members on the College Computation Advisory Committee (CAC) for the College of Human Sciences serve as a link between the College and University computer-related committees, as well as between the College and individual departmental committees, with equal faculty/student representation. The departments and unit involved include 1) Apparel, Events, and Hospitality Management (AESHM), 2) School of Education (combined unit of Curriculum and Instruction (CI) and Educational Leadership and Policy Studies (ELPS)), 3) Food Science and Human Nutrition (FSHN), 5) Kinesiology (KIN), 4) Human Development and Family Studies (HDFS), and 5) CHS Central Labs.

All departments and the college central labs unit are allocated funds based upon student enrollment and credit hours taught. Among the total amounts of CAC funds available, KIN and School of Education receive 100% of CAC allocation by the given criteria above. Among the rest, 65% goes to the Central labs and 35% goes to the rest of the departments: AESHM, FSHN, and HDFS.

Expenditure categories for the student computer fee money are hardware (majority), software, expendable supplies, student access to networks, security and protection, support personnel and personnel involved in course development. Each department requests items for purchase that move the College in a positive direction for improving and enhancing instruction for our students. Recommendations from the CAC committee are then forwarded and approved by Associate Dean of the College. Usually the half (50%) of funds is awarded at the end of fall semester and the rest is distributed in the beginning of spring semester to each unit.

Expenditure totals, by category in 2011-2012

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware</td>
<td>$156,367.54</td>
</tr>
<tr>
<td>Software</td>
<td>$49,402.21</td>
</tr>
<tr>
<td>Expendable Supplies</td>
<td>$17,022.71</td>
</tr>
<tr>
<td>Student Access to Networks</td>
<td>$6,784.33</td>
</tr>
<tr>
<td>Support Personal</td>
<td>$223,399.79</td>
</tr>
<tr>
<td>Security and Protection</td>
<td>$8,257.95</td>
</tr>
<tr>
<td>Personnel Involved in Course Development</td>
<td>$23,969.57</td>
</tr>
<tr>
<td>Other Services or fees</td>
<td>$12,485.01</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$497,689.11</strong></td>
</tr>
</tbody>
</table>

The CAC also emphasized to enhance instructional facilities in a variety of physical locations and support the use of advanced instructional technologies across
departments/units in the CHS. Each department requests items for purchase that move the College in a positive direction for improving and enhancing instruction for our students. Again, the CAC’s priority was “student body.”

When reviewing each departmental/unit purchase plan or proposals, the CAC also put the heavy emphases on providing faculty with the latest hardware and software for delivering instruction and assisting them with the development and use of new instructional materials and equipment for student’s effective learning environments. As the committee, we put tremendous effort to examine whether each up-to-date hardware and software capabilities are sustainable.

The CAC also review, evaluate, and recommend proposals from the College of Human Sciences for university CAC consideration. We use the consistent review criteria that the University CAC use: Category fit, general student benefit, innovation, cost efficiency, and integration. The committee as a whole does its best to review each proposal and provide constructive feedbacks to each author so authors could have a time to revise and strengthen the proposals before submitting to the University CAC.

The CHS CAC also carefully watch the carryover funds and have a discussion on various ways to spend these funds for student benefits in a long run.

Lastly, the CHS CAC tried its best to be transparent for money flows. All expenses are reported to the University CAC and the report is available to public via the University CAC website.
The University Library provides and promotes discovery tools, trusted informational resources, and information literacy skills as a vital campus partner in ensuring that the university will lead the world in advancing the land-grant ideals of putting science, technology and human creativity to work. In doing so, the Library equips faculty, staff and students to create, share and apply knowledge in addressing the challenges of the 21st century.

Library Strategic Plan Goal Areas
- Teaching and Learning
- Research
- Outreach and Extension
- Community of Faculty and Staff


Library as a Place

Escalating costs of materials
- $10+ million annual budget for scholarly materials acquisition
- 7% annual increases are the norm

Library systems are key to providing access to materials for students and insuring return on the investment made in these resources by our University. CAC is a critical source of funding for Library technology systems and infrastructure where allowed by CAC guidelines.
Library CAC planning process

Library IT operational plans

Library CAC Committee
- Membership
  - Associate Dean for Research and Access
  - Assistant Director of Information Technology
  - Two student representatives
- Informed by
  - Local surveys
  - Local project request process
  - Forwards recommendations to
  - Library Administrative Cabinet

Library systems tied to student use
- eLibrary
- Discovery
- Libguides
- Seek return on CAC investment

eLibrary

Discovery
Library guides

ROI - Alternative connection points

Library technology infrastructure tied to student use

- Parks Library
- Learning Commons
- Flipped classroom
- Multimedia Suites
- Public workstations
- KIC scanners
- Self-checkout
- Assistive technology
- Printing
- Branch locations
- Vet Med
- Design

Learning Commons

Flipped classroom

Room 134 Lab
Public computers (PZ Room)

3rd floor study carols

3rd floor study carols

Self-checkout

Knowledge Imaging Center (KIC) Scanner

Non-CAC one-time funding invested in the Library as a Place FY12

- 3rd Floor remodel - $560,354
- Lower level carpet and painting - $122,917
- Furniture - $40,504
### FY12 Library CAC financials

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY12 Allocation</td>
<td>$326,885.57</td>
</tr>
<tr>
<td>FY11 Carryover</td>
<td>$106,407.57</td>
</tr>
<tr>
<td>Total Available - FY12</td>
<td>$433,293.14</td>
</tr>
<tr>
<td>Expenditures - FY12</td>
<td>$149,082.24</td>
</tr>
<tr>
<td>- Personnel</td>
<td>$27,086.37</td>
</tr>
<tr>
<td>- Services, Supplies, Misc</td>
<td>$48,100.33</td>
</tr>
<tr>
<td>- Infrastructure</td>
<td>$73,695.54</td>
</tr>
<tr>
<td>- Systems</td>
<td>$73,695.54</td>
</tr>
<tr>
<td>- Additional FY12 Project...</td>
<td>$190,445.85</td>
</tr>
<tr>
<td>- FY12 Carryover</td>
<td>$93,765.05</td>
</tr>
</tbody>
</table>

### Future projects in development

- Group Study Rooms
- Recommender Services
- KIC Scanner
- Equipment replacement cycle
- Goal – reduce fiscal year carryover

### Questions

- Greg Davis
- Assistant Director of Information Technology
- Iowa State University Library
- [davisgr@iastate.edu](mailto:davisgr@iastate.edu)
- Campus phone: 515-294-2445
Appendix B

Printing Subsidy
<table>
<thead>
<tr>
<th>Category</th>
<th>FY '12 Data</th>
<th>Increase in CAC Subsidy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Pages Printed</td>
<td>10,473,196</td>
<td>1,549,324</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$371,090.89</td>
<td>$410,399.98</td>
</tr>
<tr>
<td>Ag Studies Subsidy</td>
<td>$627.85</td>
<td>$353.00</td>
</tr>
<tr>
<td>Animal Science Subsidy</td>
<td>$12,120.06</td>
<td>$7,717.00</td>
</tr>
<tr>
<td>Business Subsidy</td>
<td>$21,522.04</td>
<td>$14,435.00</td>
</tr>
<tr>
<td>CAC Subsidy</td>
<td>$169,354.78</td>
<td>$311,800.00</td>
</tr>
<tr>
<td>Engineering Subsidy</td>
<td>$51,339.70</td>
<td>$29,767.00</td>
</tr>
<tr>
<td>Honors Subsidy</td>
<td>$1,169.08</td>
<td>$1,806.00</td>
</tr>
<tr>
<td>Stat 479 Subsidy</td>
<td>$36.15</td>
<td>$25.00</td>
</tr>
<tr>
<td>Vet Med Subsidy</td>
<td>$4,086.23</td>
<td>$2,379.00</td>
</tr>
<tr>
<td>Total From Subsidy</td>
<td>$267,654.89</td>
<td>$367,922.00</td>
</tr>
<tr>
<td>From U-bills</td>
<td>$101,438.00</td>
<td>$42,477.98</td>
</tr>
</tbody>
</table>

* I assumed a 10% increase in pages printed.