Computation Advisory Committee

Meeting Minutes

November 16, 2017

Business Meeting
1. Call meeting to order; seating of substitutes
2. Approvals
   a. Agenda
   b. Minutes from last regular meeting, October 26, 2017
   c. Financial Reports
3. Old Business
4. New Business
   a. Techstarter new proposals
   b. College Proposals
      i. Tech Lending Laptop Upgrade and Expansion
   c. Unusual Expense Request – Chemical & Biological Engineering
5. Good of the Order
6. Adjourn

Members Present: Alex Ramirez (chair), Gaylan Scofield (CALS), Patrick Hepner (Vet Med), Lisa Smith (Library), Ozlem Karakaya (Human Sciences), Ty Sandene (Engineering), David Popelka (ITS), Brandon Duxbury (LAS), Matthew Heinrichs (LAS), Javad Norouzi-Nia (Business), Joshua Bump (Engineering), Yash Lehhwani (Student Government), Jennifer Nieland (Design), Otavio Camargo-Bartalotti (LAS), Arne Hallam (LAS).

Ex-Officio Members Present: Ying Cai (Computer Science), Brent Swanson (Library), Amy Ward (CELT).

1. Call meeting to order; seating of substitutes.

2. Approvals
   a. Motion to approve agenda – Matthew Heinrichs moved to approve the agenda, Joshua Bump seconded. Motion passed.
   b. Motion was made to approve minutes from last meeting, October 26th, 2017. Matthew moved to approve the minutes, Joshua seconded. Motion passed.
c. Financial Reports - Brent Swanson stated that Accounts Receivable had distributed fall computer fee funds. $1.1 million was distributed to the College Pool. He will work to redistribute that to the colleges based on student credit hour data. David Popelka asked how the funds compare to last year. Brent responded they should be fairly similar but possibly down slightly due to the decrease in enrollment of 200+ students. Brent then showed the College Pool information. He pointed out that as the committed proposals were approved, funds would be taken out of the FY ’18 uncommitted amounts.

3. Old Business – There was no old business

4. New Business
   a. Techstarter New Proposals – There were no new Techstarter proposals
   b. College Proposals
      i. Tech Lending Laptop Upgrade and Expansion – Alex Ramirez mentioned that at one time the committee had discussed creating a recurring line item for laptop checkouts but decided to have a proposal brought forward every year in case there was changes in technology or need. Yash Lekhwni asked the question if warranty plays a role in coming back to request new laptops. Jennifer Nieland explained that it is not so much about the warranty expiring but that it is more cost effective in the long term to have a scheduled replacement for hardware. Lisa Smith said that in regards to this proposal there are 20 macs that are currently out of warranty as of 2014/2015. The proposal is larger than normal as the last two years there was no request for funding or revamping the laptops. Otavio Camargo-Bartalotti asked Lisa if they had an idea on the distinct number of students that use the checkout program. Lisa said that they can get that info, but that they lost a year of data due to the switch in booking systems. They also had a lag in readying/imaging the equipment for checkout. She said 7,000 is based on both the week long and one day checkouts. Otavio followed up by asking if they kept a waiting list and Lisa said that for one day checkouts it is first come/first serve. Xiaolu Wang asked how they determine the portion of Mac and Dell laptops. Lisa said that for now they are going to have a 50/50 split but as they analyze checkout data that could change in the future. She said that Macs are probably more in demand. Arne asked if students were checking out laptops because they don’t have one, or is it more for when their laptops are in the shop for repairs. Ozlem added that she was wondering if they knew the purposes of the checkouts. Lisa said they currently do not have this information but may do surveys in the future. Amy Ward mentioned that when the Solution Center maintained the laptop checkouts, they saw students tended to borrow if they needed a certain type of laptop they didn’t have for a specific class. Ozlem asked if the laptops had specific software such as SPSS. Lisa responded that they don’t have SPSS but they do have VDI where you can go through a portal to run it. Ozlem asked why they choose Mac Pro vs Mac Air, as the Mac Airs are considerably cheaper. Jennifer Nieland said that the Mac Pros have a lot more
processing power. Yash asked if there was an estimated time between purchasing this equipment and having it shelf ready. Lisa said that a lot of it would depend on how fast IT could image the equipment. Gaylan Scofield asked if they had percentages of grad vs undergrad or info on what colleges the students were from that were borrowing the equipment. Lisa said that they should be able to get that info with the new checkout program. Ying Cai asked how effective it is for a student to only be able to checkout a laptop for just one day. Jennifer said she would equate it to a student logging into a lab computer, the software is already to go. Ozlem asked if they could look into Chromebooks for times when there are no laptops available. Lisa said that currently they would have a hard time getting them to a ready state but it has been discussed having some sort of tablet option available. Javad Norouzi-Nia asked if the 2 week limitation for checkouts the current plan or the future plan with Lisa responding that it was the current plan. Otavio mentioned that last year the committee had discussed that it would be good knowing how many lending services are available on campus, and that it might be good to have an overall view of the different checkout programs. Lisa said that within the booking application it should show different checkouts available. Further discussion was had on the booking.its.iastate.edu website. Javad mentioned the concept of lost customers. He asked if it would be possible to collect and ask info on who they turn away. Lisa added that in addition it would be good to know when they are turned away from the booking website. Otavio said that in a sense this is a lot of money, but it is a good way to move forward. Yash made a motion to approve. Matthew seconded. Arne asked for a clarification that the approval was just for this current year and not a recurring approval with Alex stating that this was just for the amount requested right now. Motion to fund was approved.

c. Unusual Expense Request – Chemical and Biological Engineering – Gaylan made a motion to approve. Otavio seconded. Motion passed.

5. Good of the Order

6. Motion to Adjourn

Brent Swanson
Library Ex Officio