

Tracking of Tasks and Issues to be Addressed by ARCAB

Remaining Tasks and Issues

Student Issues

Task or Issue	Start	Source	Addressed by	Status	✓
Form Student Liaison Committee.	2001/04/23	Bylaws (Membership)	Rod Mackert	SGA President Charles Poole is working on make up of committee. As of 20030108, he has nominations for representatives from all schools except Nursing.	

Faculty and Staff Development Issues

Task or Issue	Start	Source	Addressed by	Status	✓
Conduct showcase of teaching technology in current use at MCG.	2001/03/26	Bylaws (Short Term Goals)	Caro Cassels, Roman Cibirka, Clare Billman, Rod Mackert, Mimi Owen	ARCAB Expo Committee formed on 2001/03/26. Expo Committee met on 2001/04/23. Clare Billman has worked with Lauren Francisco to organize a Tech Fair to be held March 6 and 7, 2003 at the MCG Alumni Center. A letter was sent out on January 2, 2003 to the deans of the five schools requesting names of faculty who may be willing to present or demonstrate their use of technology at this fair.	
Investigate making Library course offerings available online for all faculty, since clinical faculty often cannot come to course offerings on Wednesday afternoon.		Van Haywood			

Organizational and Infrastructure Issues

Task or Issue	Start	Source	Addressed by	Status	✓	
Establish mechanism for determining whether quality of classroom projectors is adequate for clinical images. ¹ Provide information on who services and who is responsible for upgrading these projectors.		Van Haywood	Fran Omar, Van Haywood, Rod Mackert	Discussed at 2001/05/28 meeting. Some projectors are owned by Classroom Services, and some by the individual schools. Fran Omar and Classroom Services have been working to upgrade the classroom projectors with input from faculty. An evaluation of options was conducted and a projector “shootout” was held in the Dental School. A mechanism for ongoing evaluation of needs should be established.		
Formulate goals for teaching technology use.		Bylaws (Long Term Goals)				
Continue to explore partnerships within the University System of Georgia and with national groups, such as the Internet II and SURF, for increased access to bandwidth and technology.		Bylaws (Long Term Goals)	Doogie Howser	MCG currently uses less than 10% of its bandwidth, so there is room for growth.		

Facilitation Issues

Task or Issue	Start	Source	Addressed by	Status	✓	
{ All current issues have been addressed }						

Communication and Access to Information Issues

Task or Issue	Start	Source	Addressed by	Status	✓	
Database of FAQ for new faculty, from personnel to public safety issues, to checking retirement, salary withholdings, etc. Plus all the information given at the new faculty orientation for MCG.		Van Haywood				
Make computers more user-friendly by posting on-line instructions on how to use them.		Van Haywood				

¹ Image quality is a function of both the image file and the projector, and when a problem with image quality arises, a mechanism is needed to determine the source of the problem—the image or the projector.

Task or Issue	Start	Source	Addressed by	Status	✓
Establish on-line database accessible by password to faculty and staff for information such as vacation leave, sick leave, percentages of work, <i>etc.</i>		Van Haywood			
Investigate mechanisms of disseminating information about MCG research and expertise. ²		Van Haywood, Rod Mackert			

Completed Tasks and Issues

Student Issues

Task or Issue	Start	Source	Addressed by	Status	✓
Explain use of Student Technology Fee—makeup of committee, decisions that have been made, <i>etc.</i>	2001/03/26	Debbie Hatmaker, Gayle Bentley	Mike Miller, Clare Billman	Explained and discussed at 2001/03/26 and 2001/04/23 meetings. Summarized in 2001/04/23 report by Mike Miller.	✓
Provide input on use of Student Technology Fee.	2001/07/23	Bylaws (Short Term Goals)	Mike Miller, Rod Mackert, Fran Omar, Student Liaison Committee	Suggested in 2001/09/24 meeting that funds be used to upgrade data projectors in MCG classrooms, based upon need and utilization. Rod M. will discuss with Barry Goldstein and Doogie Howser on 2001/10/15.	✓
Investigate possibility of waiver of out-of-state tuition for students enrolled in the Nursing online program.	2001/04/23	Gayle Bentley	Mike Miller	At this time, the University System does not differentiate between methods of instructional delivery for tuition purposes. Students studying in on-line degree programs must pay the same tuition as students who physically attend classes on our campus; there is no discount or waiver of out-of-state tuition for non-residents who take courses or earn degrees on-line. This topic remains under discussion in Atlanta, but there was no indication as to when there might be a new policy - or what it might be.	✓

² For persons in academics to review abstracts of our articles and research publications, and for persons in the state to know what expertise exists at MCG, and whom to contact. See, for example, links of references to PubMed abstracts at <http://www.quackwatch.com/01QuackeryRelatedTopics/mercury.html>

Task or Issue	Start	Source	Addressed by	Status	✓
Investigate sources of support services needed (<i>i.e.</i> , online applications for admissions).	2001/04/23	Gayle Bentley	Mike Miller	Online applications for undergraduate and graduate programs (excluding PA program) should be available for Fall 2002. School of Dentistry applications are more complex and being investigated. School of Medicine applicants apply to a central application service and not directly to MCG.	✓
Provide input into the development of the new student information system.	2001/04/23	Bylaws (Short Term Goals)	Mike Miller, Rod Mackert, Student Liaison Committee	MCG will transition to Banner software over the upcoming 18-24 months. Banner representatives are currently meeting with campus leadership to discuss the program and its implementation. Banner as described will provide accurate data reporting to faculty desktops, CIP code reporting, grade form replacement, online registration, improved student accounting and tuition payment.	✓
Consider requirement of PC by entering students.		Bylaws (Long Term Goals)	ARCAB member(s), Student Liaison Committee, Barry Goldstein, Rod Mackert	Barry Goldstein said that we would need a substantial portion of the curriculum on-line (about 50%) before PC requirement by entering students could be justified. One possible wrinkle in PC requirement is that the cost of a PC is already included in computations for a student's financial aid package. Rod Mackert checked into this with Antoinette Esposito of Student Financial Aid. The cost of a computer is not included in computations of for a student's financial aid package.	✓
Investigate the potential for leasing computers for students.	2001/07/09	Bylaws (Short Term Goals)	ARCAB member(s), Student Liaison Committee	Doogie Howser has performed a cost study of leasing computers, and cost savings are not realized.	✓

Faculty and Staff Development Issues

Task or Issue	Start	Source	Addressed by	Status	✓
Develop on-line course on how to use teaching technology in conjunction with the Office of Educational Design and Development (OEDD).	2001/04/23	Bylaws (Short Term Goals)	Clare Billman, Van Haywood	Many courses are available on-line now, including introductory course on how to use WebCT.	✓
Investigate the potential for leasing computers for faculty and staff.		Bylaws (Short Term Goals)		Doogie Howser has performed a cost study of leasing computers, and cost savings are not realized.	✓

Organizational and Infrastructure Issues

Task or Issue	Start	Source	Addressed by	Status	✓
Present brief overview of the functions and activities of Academic Computing.	2001/03/26	Mike Miller	Clare Billman	Presented at 2001/03/26 meeting. Distributed handout on Office of Academic and Research Computing.	✓
Determine whether technology issues specific to distance campuses are being discussed.	2001/03/26	Debbie Hatmaker	Rod Mackert	These issues are part of ARCAB's charge and are addressed in the Long Term Goals.	✓
Identify all of the distance education efforts that are presently underway at MCG including Continuing Education.		Bylaws (Long Term Goals)	Mike Miller	The Strategic Planning Group is working on identifying all of the distance education efforts that are presently underway at MCG including Continuing Education and determining the costs and potential benefits associated with each of the distance education efforts. They are also investigating MCG's long-term interests relating to the development of extensive, asynchronous and synchronous distance-education programs and developing a long-term plan for this growth. We should provide input to this Group through Mike Miller. Doogie will give a presentation on distance learning infrastructure at a future ARCAB meeting.	✓
Determine the costs and potential benefits associated with each of the distance education efforts.		Bylaws (Long Term Goals)	Mike Miller	See previous item.	✓

Task or Issue	Start	Source	Addressed by	Status	✓
Investigate and report on MCG's long-term interests relating to the development of extensive, asynchronous and synchronous distance-education programs and develop a long-term plan for this growth.		Bylaws (Long Term Goals)	Mike Miller	See previous item.	✓
Investigate MCG and Regents' policy regarding ownership of faculty/staff-developed web-based courses.		Debbie Hatmaker	Debbie Hatmaker,	Dr. Mike Gabridge gave a presentation on 2001/08/27 on intellectual property issues. Formed <i>Ad hoc</i> Committee on Intellectual Property Issues. They have filed a report recommending 1) a faculty survey of interest in developing online course materials, 2) a Deans' survey to create policy of tenure and promotion rewards, and 3) the formation of a University-wide task force to examine policies associated with the issue.	✓
Investigate and report on networking and email difficulties.	2001/04/23	Steve Vogel	Steve Vogel and Doogie Howser	Steve Vogel and Doogie Howser have been working to solve GroupWise problems on Macintosh. Macintosh users can set up non-GroupWise clients to access GroupWise, if desired; this seems to work well.	✓

Facilitation Issues

Task or Issue	Start	Source	Addressed by	Status	✓
Make hardware and software resources available to faculty and staff campus-wide. ³	2001/07/09	Van Haywood	Doogie Howser	There is a Faculty Media Center that is available to faculty.	✓
Investigate possibility of having a travel reimbursement form that can be completed online.		Van Haywood	Kenda Rindt	Form is available as an interactive PDF file on http://www.mcg.edu/forms/	✓
Investigate requirements of state contract computer purchases and possibility of having guidelines of hardware parameters, but allowing shopping around for best price.	2001/06/25	Van Haywood	Doogie Howser	This is a state government issue (even beyond the Board of Regents). MCG has no control whatsoever over state contract issues.	✓
Maintain continued off-campus access to GroupWise and other web services.	2001/04/23	Van Haywood	Doogie Howser	These services are scheduled to continue.	✓

³ For example, slide scanners and dedicated computers with certain occasionally used software (Corel Draw, PhotoShop, etc.)

Communication and Access to Information Issues

Task or Issue	Start	Source	Addressed by	Status	✓
Establish mechanism for two-way communication with faculty in the five schools.	2001/03/26	Bylaws (Short Term Goals)	Representatives from the 5 schools	Addressed at 2001/04/23 meeting. School of Allied HS: Department chairs meetings. School of Dentistry: e- mail and regular faculty meetings. School of Graduate Studies: e-mail. School of Medicine: Several options were discussed. No one mechanism may prove to be effective. School of Nursing: Four annual general faculty meetings will have a report from the ARCAB committee added to its agenda.	✓
Improve access to information on MCG web site from MCG home page. Upgrade the MCG web site search engine so that it works more like a typical web search engine. ⁴	2001/04/23	Rod Mackert	Clare Billman, Rod Mackert	Contacted Becky Rogers about MCG's search engine.	✓
Develop reliable methods to connect solutions and problem solvers with teaching technology users who have questions or are experiencing problems. ⁵	2001/04/23	Van Haywood, Rod Mackert	Clare Billman, Van Haywood, Rod Mackert, Chris White	Contacted Becky Rogers of MCG's Web Technology Group about establishing a discussion forum. Becky recommended that we utilize the Academic and Research Computing web site ⁶ , which currently has a section called "Computing Help" with FAQ's, List of Resource Links, Software Downloads and an "Ask Us a Question" form. She is open to suggestions for making the site more useful. We will continue to investigate ways to connect solutions and problem solvers with users who have questions or problems.	✓

⁴ The search function on MCG's home page defaults to a phrase search. If you type in, for example "Microsoft Word support" (without the quotes) you will get no hits on MCG's web site. A user who is familiar with Google or AltaVista (which default to Boolean AND or Boolean OR searches, respectively) might find this behavior puzzling.

⁵ Such as how to scan slides and save them at proper resolution for classroom projectors or internet presentations, what digital cameras are best suited for clinical images, *etc.*

⁶ <http://www.mcg.edu/eresources/oacs/>

Task or Issue	Start	Source	Addressed by	Status	✓
Investigate MCG support for Word, PowerPoint, Excel, rather than WordPerfect.	2001/03/26	Van Haywood	Rod Mackert	ITD supports both Corel and Microsoft products. ⁷	✓
Establish centralized mailing list database accessible on-line to facilitate address corrections or changes. ⁸	2001/07/09	Van Haywood	Rod Mackert, Van Haywood	Personnel Action Request is required to change information in personnel file. Camille Morgan is director of PeopleSoft Human Resources and Payroll systems. ⁹ There will be access to this information (with editing capability?) eventually.	✓
Investigate how to do Teleconferencing—whom to contact, what is needed, how can it be done, and where (to and from).	2001/03/26	Van Haywood	Rod Mackert	Information is available on MCG's web site. ¹⁰	✓
Ability to schedule rooms online and to check availability of rooms at a given time. ¹¹	2001/04/24	Van Haywood, Rod Mackert	Mike Miller	GroupWise has this capability. Rooms are set up as "Resources" with their own calendars that can be viewed. Reservations can be made depending on how the room Resource is structured - you can either have a user assigned as a gate-keeper or the room can be open and free to anyone who wants to schedule it.	✓
Investigate rule-based forwarding from GroupWise to third-party email accounts (Yahoo, Hotmail, etc.) to facilitate better utilization of email by students.	2001/04/24	Chris White, Mike Miller		Rule-based forward is not allowed to third-party email accounts for security reasons. If course information is to be distributed by email, students must be made aware that they are responsible to check their email.	✓

⁷ <http://www.mcg.edu/itd/itdstandards/software suite.htm>

⁸ For instance, there are three mailing lists for the dental school—in alumni, in CE, and at school, and there is no cross corrections, or ways to get those on a disk to do anything with them.

⁹ <http://www.mcg.edu/itd/smap/psoft.htm>

¹⁰ <http://www.mcg.edu/services/healthcom/tv.htm>

¹¹ See for example, Delta Air Lines' on-line reservation page, <http://www.delta.com/home/index.jsp>, where you can view the seat map for a given flight and select your desired seat from the seat map. It would seem that something similar could be developed for on-line scheduling of rooms on campus.

Task or Issue	Start	Source	Addressed by	Status	✓
Investigate priority of network accessible campus dormitory wiring.	2001/04/24	Randy Baker	Mike Miller	This is being investigated with consideration of accessibility through wireless modems or Comcast cable modems. A proposal to fund wiring of the dorms using Student Technology Fee funds was voted down by the Mandatory Student Fee Committee because it benefited only a small percentage of students.	✓
Establish mechanism for monitoring and eliminating dead links on MCG's web site. Consider subscribing to link checking service such as LinkWalker. ¹²		Rod Mackert	Rod Mackert, Clare Billman	Becky Rogers has downloaded trial version of LinkWalker and is evaluating it.	✓
Consider impact of W3C's Web Content Accessibility Guidelines ¹³ on web-based instruction and other web design issues.	2001/07/09	Mimi Owen	Mimi Owen, Barry Goldstein	W3C's Web Content Accessibility Guidelines compliance is being handled at the Board of Regents level by Brian Finnegan.	✓
Provide on-line form for faculty, staff, and students to submit questions, suggestions, or complaints (anonymously, if desired) to ARCAB.		Rod Mackert	Anne Hinton	An on-line form has been developed and went on-line during fall 2002. The URL for the input form is http://www.mcg.edu/arcab/LeaveComment.htm .	✓

¹² <http://www.seventyfour.com/>

¹³ W3C Recommendation 5-May-1999. See <http://www.w3.org/TR/WAI-WEBCONTENT/>