Advisory Board  
Meeting, 10-8-01  

October 8, 2001, 4 - 5 pm  
Carpenter Board Room, Perkins Library  

Attending:  
Owen Astrachan  
Roger Loyd  
Patrick Halpin  
Wayne Miller for Dick Danner  
Bill Wilkinson  
Fred Westbrook  
Len Spicer  
Emily Werrell for Laura Cousineau  
Kyle Farlow  
Lynne O’Brien  
Joe Harris  

1. Revised proposal for developing a CD ROM and web materials  
The group discussed the following:  

- Include or provide prominent pointers to information about electronic reserves, copyright issues  
  Note from Lynne: We will make sure we provide links to these topics from the CD. Also, we will include discussion of copyright, open or restricted access as part of the faculty profiles of the individual projects.  
- Ensure that CD can be used without faculty member having to reconfigure computer, install special software, etc.  
  Note from Lynne: I checked with CIT staff and this is already planned.  
- Make sure profiles reflect faculty from range of schools.  
- OK for CIT to proceed with the project. Lynne will keep group updated on production issues, costs, etc.  

2. Fall call for proposals for pilot projects  
The group discussed the following:  

- Is the timeline too short?  
  It is a very tight timeline. However, we have to stick to this in order to get a decision made before end of fall semester. Second call for proposals in spring will be available to those who can't manage the time frame for fall. Shortened proposal format will help compensate for short timeframe.  
- Will we get enough detail in the short proposals to be able to evaluate them?  
  This will be an experiment to find out. The short format is a response to feedback last spring from both faculty and reviewers that long proposals were tedious to create and to read. This way, only a small number of people will have to create full proposals.  
- Who should screen the short application forms?
Decision: If we get a small number of initial application forms (e.g., ten or fewer) Lynne will circulate all proposals and the full committee will review all of them and choose which ones should be developed into full proposals.

If we get over ten application forms, Lynne will circulate all the proposals plus a list of those the CIT staff recommends for full proposals. The CIT advisory board members can recommend additional projects for full proposals if they wish.

- Recommendation: Delete "online course materials development" as a focus for this funding cycle. Instead, keep emphasis on laptops, PDAs and wireless networking. CIT can work with departments on course materials development project but do so outside of this call for proposals.

Note from Lynne: Call for proposals has been modified to reflect this change.

- Will faculty/students keep the equipment distributed through this program?

  Decision: It will depend on the project. In some projects, it may make sense for the department to keep the equipment and make it available on a check-out basis. In other cases, it will make more sense for individual faculty and students to keep the equipment.

- Who will distribute and maintain the equipment allocated through this program?

  As part of developing the full proposal, instructors will be asked to meet with IT staff in their department or school to find out how this equipment fits with their equipment support model. Where possible, CIT will work with the school or department to have them order and support equipment, with CIT providing the funding for the purchase.

REVISED CALL FOR PROPOSALS IS ON THE WEB AT:

Note from Lynne: The grant program will be advertised in the following ways:

Paper announcement via campus mail to all campus-based, teaching faculty

Email announcements:

- CIT mailing list
- Administrative contacts list
- CIT advisory board members

Item in Glove Box news

Advertisement in Duke Chronicle

Advertisement in Dialogue

Email to all Duke library staff via email list

Next Meeting: November 7, 2001, 11am - noon, Perkins Room 226

- Agenda: Discussion of initial applications for laptop, PDA and wireless projects.