UM School of Education
Technology Committee Meeting Minutes

Date: April 19, 2013
Time: 2:00 pm
Location: Room 211 Guyton Hall
Chairperson: Dr. John Holleman

Committee members present:
- Dr. John Holleman
- Dr. Qiang Cheng
- Dr. Renee Cunningham
- Dr. Katherine Herman
- Dr. Dennis Bunch
- Dr. Susan McClelland
- Dr. Michael Mott
- Mr. Clay Pounds

Meeting began: 2:00 pm

Welcome: John Holleman opened the topics of discussion for meeting:

- Computer hardware recommendations for students.
- Software needs for SOE students.

J. Holleman provided handouts of the technology requirements for students from the School of Business; School of Pharmacy; School of Law; and School of Journalism as a point of reference for SOE consideration.

Hardware Computer Recommendations

- Katherine Herman questioned if computer standards meant for laptops or other devices, as J. Holleman agreed laptops are highly suggested. Michael Mott indicated that usage may depend on the user because of the capabilities/limitations of iPhone, iPad and Android devices. J. Holleman suggested that because iPhone and iPad devices are unable to run Adobe Flash, they may be considered inadequate for classroom usage.
- Susan McClelland suggested that webcam and microphone capabilities would be important for student participation, assessment and presentations with respect to online classes.
- Group discussion ensued concerning the difference between recommending and requiring specified technology standards for students at the current time.
- Committee discussion ensued concerning the benefits of laptop computer units versus desktop units in terms of portability, power and utility. The consensus of the committee was that the benefits of laptops units would meet not only the portability but also the utility needs of student computer usage.
SOE Student Computer Recommendations

Based on the student computer recommendations of UM Central IT along with the academic units of Schools of Business, Pharmacy, Law and Journalism, the committee considered possible technology recommendations. Following open discussion, overall committee consensus focused on the below student computer standards as put forward by UM Central IT:

**PC laptop recommendations:**

- Processor: Core i3 or better
- RAM: 4 GB
- Video Card: 256 MB
- Monitor: 14" Display
- Hard Drive: 250 GB or larger
- CD-ROM Drive: DVD±RW/CDRW
- Additional Storage: USB Flash Drive
- Operating System: Windows 7 Home Premium
- Battery: Lithium-Ion
- Network Card: 10/100 Wired Ethernet Card
- Wireless: Wireless 802.11 g
- Software: Microsoft Office
- Camera & Audio: Webcam and microphone

**Mac laptop recommendations:**

- Processor: Core i5 or better
- RAM: 4 GB
- Display: 13" Display
- Hard Drive: 250 GB or larger
- CD-ROM Drive: Apple USB SuperDrive
- Wireless Networking: AirPort Extreme built-in
- Additional Storage: USB Flash Drive
- Operating System: MacOS X
- Software: Microsoft Office
- Camera & Audio: Webcam and microphone

**Software Recommendations**

- J. Holleman referred to the UM Central IT requirements and the necessary components of Microsoft Office including Word, Excel and PowerPoint.

**COMMITTEE ACTION**

- J. Holleman motioned for the Committee to adopt UM Central IT’s statement of PC/MAC recommendation excluding the desktop computer option. S. McClelland seconded the motion. All SOE Technology Committee members in attendance voted in the affirmative for the motion.
• S. McClelland motioned that in the case of students enrolled in online-delivered academic programs that the computer recommendations are regarded as requirements and, in addition, students are required to have access to high-speed Internet. Renee Cunningham seconded the motion. All SOE Technology Committee members in attendance voted in the affirmative for the motion.

Committee members agreed to schedule the next meeting of the SOE Technology Committee early in the 2013 Fall Semester.

Meeting adjourned: 3:10 pm.