

**Minutes**  
**Meeting of the Faculty Senate**  
**September 1, 1998**

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Chairperson Joel Piperberg called the meeting to order at 4:11 PM in Chryst 210. All department were represented except History and Music. also present were *Snapper* representatives, David Burkholder and Aaron Babbit. Graduate Student Organization president also attended.

The minutes of the meeting on June 16 were approved.

### **Reports**

Chairperson Piperberg announced that Rich Glenn has been appointed Parliamentaria and that Saulius Suziedelis will be the representative on the Medal Fund Board. Joel Piperberg will serve on the Administrative Computing Advisory Committee.

Joel Piperberg said that he had received some responses to the request for feedback on the risers used for graduation. He asked senators who had any comments to contact him and he would forward their remarks to the Commencement Committee for perusal.

Copies of *Parliamentary Procedures at a Glance* are to be ordered for new senators.

### **Graduate Student President**

Two well-attended picnics had been held. This Fall the first copy of the newsletter will be distributed. A request for new graduate recruits had resulted in all offices being filled. The organization is currently working on developing information for the bulletin board.

### **Reports of Administrative Officers**

**President Caputo** said he was not making a formal report because the Senate had a lot to do and that at Convocation he would be making a comprehensive report on some very important matters including the Capital Campaign and its implications for Millersville, the master planning process and some other matters. Dr. Caputo said that this year his presentation will be much more visual than it has been in the past.

President Caputo introduced the new Vice President for Information Technology Dr. Susan Komsky who comes to Millersville from Western Washington University.

Vice President Komsky said that she would be contacting faculty persons and meeting with the deans.

**Provost McNairy** added her welcome to Dr. Komsky. Provost McNairy reserved announcements to the next meeting.

**Associate Provost Stager** said that Steve Gilbert of the Teaching and Learning Technology Roundtable (TLTR) has invited Millersville University to host a Catalyst Institute on November 3 and 4, 1998, consisting of six workshops dealing with integrating technology into the instructional process and the associated support issues.

Approximately 250-300 people will attend from other universities including Millersville. (See attachment for information.) If people are interested they should contact Dr. Stager. Millersville has

also agreed to become a pilot institution in establishing a Student Technology assistance (STA) program. The program involves students in the support of technology. Student training will begin this fall.

Banner Project Update--Dr. Stager is Chair of the Banner Steering Committee that meets every two weeks to discuss the project. The university started to use Banner for the budget system in June, the alumni module is now on line, and undergraduate admission is putting new recruits for Summer and Fall 1999 into the system via Banner. A major part of the package not yet up is the whole student system. the first time that will come up and be visible will be registration in the Spring (April) of 1999 when students will be registering under the new system. Tests will be conducted in December and February and Dr. Stager will ask the Deans to submit the schedules for Summer and Fall 1999 and Spring 2000 at least one week to ten days earlier than last year.

The Banner system will be implemented as supplied. It will not be customized specifically for the University. when it is first implemented it will take time (perhaps up to a year) to add in programming changes tailored to the University's needs. Consequently, for a time, certain things the present system has allowed us to do may be unavailable for a while. Some academic policies might be affected by this--for example QPA has always been rounded. Banner does not do this; it truncates.

The degree audit system is not part of Banner. An interace between DARS and Banner needs to be worked out. This might make degree audits unavailable for a period of time in 1999.

Banner also has no way to scan grades into the system as does our present application. There is a temporary question about how the grades will be recorded (manually is a possibility). Ultimately, however, in the year 2000, faculty will be able to enter grades directly via the Web. These are some of the matters with which people are presently dealing. They will not impact the faculty until late in the Spring of 1999. Training systems will be developed to make the transition as easy as possible.

In answer to a question, Dr. Stager pointed out that Banner will take care of the Year 2000 problem as well.

**Associate Provost Roller** announced that Project Acceleration, which is funded by a State System grant and provides resources to bring faculty in from across the country, has been funded again for the coming academic year. The first presenter of the Fall semester is Dr. Craig Nelson, Professor of Biology at the University of Indiana-Bloomington. He will be here on October 30 and will speak on "Fostering Critical Thinking."

### **Reports of Standing Committees**

**UCPRC** Chair R. Wismer referred to earlier Senate minutes that invited persons interested in distance learning to contact him. He reiterated this invitation.

**Academic Standards Committee** Chair J. Piperberg reported that the committee had met during summer. There have been some developments and the Registrar's office is preparing a demographic summary. This will be presented at a future meeting of the Senate.

J. Piperberg deferred discussion on the Agenda Item, General Education Review proposal re. Courses under three cr. hours to the next meeting.

**Provost McNairy** mentioned Faculty Emeritus and said she will be contacting department chairs with regard to this matter.

The Senate proceeded to Elections and the meeting was adjourned at 5:20 PM.

Respectfully submitted,

Jane Alden, Secretary

**Action Summary**  
**1 September 1998**

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Announcements of appointment of Rich Glenn to serve as Senate Parliamentarian, Saulius Suziedelis as representative to the Medal Fund, J. Piperberg to serve on Administrative Computing Advisory Committee.

Welcome to Millerville of V.P. for Information Technology, Dr. Susan Komsky.

Discussion on General Education Review Proposal re. courses under three credit hours deferred to next meeting.

Dr. Stager reported on MU hosting TLT Catalyst Institute, STA Pilot Project, Banner Update.

Elections conducted.

**Attachment 1  
Faculty Senate Meeting  
1 September 1998**

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**INFORMATION**

**TLT Catalyst Institute**

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**STA Pilot Project**

**TLT Catalyst Institute  
November 3-4, 1998  
Millersville University**

Teaching and Learning with Technology (TLT) Catalyst Institutes are two-day working conferences organized around four or more workshops. Each workshop helps participants with a specific strategy for using information technology to improve teaching and learning. Some workshops focus on developing institutional infrastructure, while others address specific parts of the curriculum. Colleges and universities are strongly encouraged to send teams of several individuals so that each institution can benefit from most of the workshops offered.

TLT Group plans each Catalyst Institute program with advice from the local host. Each Institute can include a selection of workshops to match the needs and interests of participating institutions and individuals. Available Workshops at the Nov. 3-4 Institute at Millersville University include:

- **Students as Technology Assistants**
- **Legal and Ethical Issues**
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- **The Crossroads Project: Learning and Technology in the Humanities**
- **Epiphany Associates: Teaching, Writing, Computers, and the Current Situation**
- **Role of Technology in Science/Math/Engineering**

Millersville will have a team of 10-20 individuals participating in this Institute. Interested faculty should contact Jim Stager, x3599, [jstager@marauder](mailto:jstager@marauder)

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**STA Pilot Project**

## 1998-99

### What is an STA?

A way to partially address the 'support service crises' in information technology at universities has been advocated by Steve Gilbert of the TLT Group, an affiliate of the AAHE and the founder of the Teaching and Learning with Technology Roundtable (TLTR). His suggestion is to use our large student resource in a much more coordinated way, to train students more formally, to link their service to their educational program and to give students more responsibility for managing themselves in their technology support roles.

Steve Gilbert was our spring convocation speaker in February, 1998 and was impressed with our programs, faculty, and staff. As a result he invited Millersville to participate in a workshop in March at Seton Hall which had the goal of establishing a national program for helping institutions build Student Technology Assistant Programs to address their information technology support crises. Participants at this workshop were invited to become STA pilot sites and Millersville agreed.

The first official STA workshop presented by the TLT Group was held on June 12-13 at Union County College in New Jersey. Three Millersville people attended, Scott Anderson, Bonnie Duncan, and Khalid Chaudhary. This workshop provided us with more concrete ideas on how to create our STA Pilot Program.

A Student Technology Assistance (STA) Program was defined at Seton Hall as having the following components which differentiates it from simply employing students as technology assistants:

1. It is an institution-wide, coordinated program with institutional commitment
2. There is a sound and on-going financial base for the program
3. There is a strong educational grounding to the program
4. Students have management authority
5. There is professional staff supervision of every student
6. There are growth options for the students
7. There is a formal training curriculum
8. There are diverse roles for the students to play

Millersville already uses students in many ways as technology assistants; e.g. consultants in our computing labs, building web pages, helping with dorm connectivity, support, staffing the Help desk in IT. However, there is no formal training, no educational grounding, no growth options, little student management, and mostly uncoordinated. The pilot program

will attempt to bring these elements to the table. It will also involve our existing cooperative education program in the STA program.

**What is required of an STA Pilot Site?**

The following is a list of commitments which each pilot site is requested to adhere to:

1. host a STA workshop
2. visit/exchange information and/or resources to other STA Sites
3. link the institutional web site to the TLT Group site
4. provide progress report/case studies on status of the STA program
5. participate in the unmoderated, closed, pilot site listserv for contact of the pilot site
6. involve students in local and national meetings
7. use the online help desk (run by students) by Phil Long
8. give feedback, comments and suggestions to the TLT Group in the development of the STA program