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**Chair, Technology Committee**  
**8/15/12**

## **Technology Committee Report**

What follows is my report regarding the Technology Committee activities in 2011-12 academic year and our plans for this year.

**Tech Committee Mission:** We address issues that involve faculty and staff expenditures on technology and department technology use.

### **Technical Activities and Accomplishments in 2011-12**

#### **Department Web Page Revision Continued**

Pictures elicited from faculty and particularly from program heads. Pictures from Creative Writing, IESL, and the Writing Center were edited and put into splash page. Plone conversion or staff error caused pictures to be gone for several days. At my urging rotating pictures were put back on splash page during Plone 4 conversion 8/14/12.

#### **Continued Results of 2011 Wish List to Dean:**

- Computers Replaced in 15 BH in Summer 2011
  - 20 pcs

#### **Department Purchased Necessary Adobe Acrobat Licences**

After having some problems of having insufficient Acrobat Licenses, we resolved the problem by purchasing 5 licenses, one for each staff member who wanted one.

#### **Surplus Printers Delivered, Returned**

We still have old Brother printers—we were given bad printers from surplus and these were returned. Each cartridge cost about the same amount as a new printer.

**The transition to *Outlook* appeared relatively painless.**

#### **Paper Consumption Down**

According to Heather Huber, we averaged 39 reams of paper in the Fall, 2011. During the spring, our paper consumption was about the same as the comparable months of the previous year (50 reams per month). We did urge conservation of paper and had the sign-out policy for packages of paper.

## Tasks Coming Up

- Address any technology requests from faculty and grad students if we are given a budget.
- Continue to ask Dean for PCs for 104a BH.
- Encourage Department to replace worn-out Brother printers. Stress to faculty that the printers are not designed to print out a large volume of written work. They wear out quickly if this occurs. Encourage faculty to print out big jobs in the English Department office.
- Remind faculty they have one toner cartridge per year.
- Encourage decrease in use of paper.
  - Lois said some faculty were copying whole books. Faculty should be reminded that this is against copyright and illegal.
  - To save paper, Lois said that faculty should perhaps print out book ms. at IT instead of in the English Dept. Office. However, the delay of walking to IT and the need for writers frequently to tweak manuscripts precludes this, I think.
- Feed back any website problems generated by the Plone 4 conversion to Hung.
- Encourage faculty to send pictures for Department website, including book covers—we can do 3 per screen, each screen representing a different departmental area.