**MSU FACULTY COUNCIL MEETING MINUTES**
**January 28, 2004**
**301 Reid Hall**
**Montana State University-Bozeman**
**4:10 PM**

## Members Present:

| | |
|---|---|
| Ashley | Joe |
| Becker | Jim |
| Bandyopadhyay | Prasanta |
| Cherry | Steve |
| Christopher | John |
| Coon | Brad |
| Dooley | Dave |
| Fedock | Joe |
| Giroux | Mike |
| Howard | Rich |
| Jones | Warren |
| Kommers | Peter |
| Lansverk | Marvin |
| Leech | Alan |
| Levy | Sanford |
| Lynch | Wes |
| Lynes-Hayes | Pat |
| McDermott | Tim |
| McLeod | Bruce |
| Monaco | Paul |
| Neeley | Mike |
| Pratt | Ray |
| Prawdzienski | Maryann |
| Rucker | Randy |
| Schlotzhauer | Howard |
| Seymour | Joe |
| Taper | Mark |
| Taylor | Shannon |
| Yoo | Year-Back |

## Members Absent:

| | |
|---|---|
| Bogar | Gary |
| Conant | Joe |
| Engel | Richard |
| Gipp | Wayne |
| Hoffman | Laurence |
| Idzerda | Yves |
| Jackson | Grant |
| Kevane | Bridget |
| Knight | James |
| Microbiology | |
| Schmidt | Edward |
| Weaver | David |
| Weaver | Theodore |

The meeting was called to order at 4:10 PM by Chair Warren Jones. A  quorum was present.  The minutes of the January 21, 2004, Faculty Council meeting were approved.

*CHAIR'S REPORT - See attached as Exhibit A*

*DR. RICHARD WOLFF/PRESENTATION - ITAC, Wireless networks and use in the classroom*

MSU is heading towards making the Bozeman campus technologically savvy by beginning implementation of wireless classrooms.  ITAC would like  input from Faculty Council on its use.

What is the MSU campus wireless network?
- It is a wireless extension of the campus LAN
- Is/will be available in campus buildings
- Uses widely available 802.11 ("Wi-Fi") technology
- It is managed by ITC
- It is available to students, faculty and staff (visitors included)

Architecture for the MSU Campus Wireless Network
- Laptop –> 802.11 wireless link (average output 2 Mbps)–> Access Point –> 802.3 10 Base-T Ethernet –> Existing ethernet switches and hubs –> Existing fiber optic links –> Wireless Gateway (Campus wired network) –> ITC Authentication server

Where are we now?
- Successful pilot project completed, Fall 2003
  - Gateway installed, integrated with campus authentication server
  - Access points in Renne Library (instructions for use on the web), 215 Cheever Hal, EPS, BTC
  - Standards for wireless networking established, incorporated in "Network Attached Device Policy," under final review
- ITAC endorsed transition wireless network to "operational" status

Classroom - Fall, 2003
- Wireless network used by architecture theory course (Ralph Johnson, Arch 424)
- Students use wireless laptops to
  - Search the web for information
  - Send messages, documents, images to each other, instructor
- Instructor used wireless laptop to:
  - Respond to students
  - Display student ideas, images, etc.

What are the Next Steps?
- Establish guidelines for classroom use
  - Should we restrict to specific applications?
  - Select particular classrooms?
  - Restrict use by time of day?
  - Set up authorized user category based on class lists?
- Address additional infrastructure requirements
  - Integrate wireless access points with smart podiums?
  - Identify specialized software for classroom uses?
- Set priorities for locating access points in classroom areas

*QUESTIONS/ANSWERS*

- Could this wireless network be implemented on PDA"s instead of laptops?  Students may not be able to afford or carry laptops.
  - D. Dooley responded that 85% of freshmen coming to campus have computers.  It will take about 3-4 years for all students to have laptops.

- What are the constraints we are working with? Any restrictions with this wireless network?
  - There may be bandwidth constraints (only 10 MB in Reid 301, e.g.)
  - Constraints also depend on applications. If you run videos, you may encounter congestion (kilobytes)
- Access points - are there financial constraints to have enough of these installed?
  - There is money available to have access points installed (maybe 5 at this time)
  - ITC will help to install them and decide where they should be located
- Flexible software support?
  - The gateway does not support different kinds of software. The campus wired network would accommodate that
- What kind of hardware do students need to make their laptops compatible?
  - ITC has a list of compatibility issues and is working on resolving them
- What about departments that have already purchased access points?
  - 40 have already been independently purchased.
  - Wondering how to "acknowledge" their existence...grandfather them in, perhaps?
  - They should all be configured the same way
- How does wireless work for the different courses; how would you regulate what is being used? Can it be intercepted?
  - To access your wireless classroom, you would have an access code. Yes, wireless transmission may be intercepted, so encryption is advised. This should be explained to students.
- Copyright issues?
  - Don't use it if it is restricted or private. Adhering to authentication procedures will help with intellectual property access.
- Would there be a default mode for status of access point? Student's with PDA's could steal exam questions/answers.
  - Instructor would have the privilege to view exams at his/her discretion; teaching materials used via wireless would not be available for rogue usage/viewing.

*FACULTY COUNCIL FEEDBACK*
- Do we like it as described?
- Spell out what we would like.
- Which classrooms would be wired first for the five access points?

WJ headed a discussion which ensued.

- Do we like it?
  - For classrooms, WJ would like to see a more open policy. Then, instances where restrictions need to be implemented would transpire.
  - How flexible are the controls of this wireless system? Faculty may have the control to shut down system, in their classroom, immediately. A password to locate access point via registrar? Dr. Wolff will find out if this is possible.
- What is being sacrificed to have this happen?
  - D.Dooley responded that there is cost to not have this happen, as students and their parents are looking at state-of-the-art technology when deciding whether to attend a university or not.
- Some places on campus do not even have their hard wired upgraded, so why are we pursuing wireless?
  - This won't happen for a while, so upgrading areas with the hard wire will still happen.
- Where do you think these wireless classrooms should be located? Remember that field

measurements and engineering studies are built into the cost of wireless accessibility.
– Johnson 339*
– Johnson 343*
– EPS 103*
– EPS 108*
– EPS atriums and open floors used by students
– 2nd floor of Roberts Hall
– SUB
– 1 or 2 public lobby areas
– Wilson?  No on-sight evaluation has been made for this building.
*Large classrooms were suggested because interaction with faculty and students is large.

The library is considering getting another access point.

## *VOTE TO PUT CURRENT INTERIM-APPROVED REVISION OF SECTION 213 AND 622 INTO STAFF BULLETIN FOR COMMENT PRIOR TO FORMAL APPROVAL*

– Marvin Lansverk presented interim-approved revision language for Sections 213 and 622 of the Faculty Handbook for Staff Bulletin.submission, prior to formal approval.  The motion was moved, approved, seconded and all were in favor.

The language reads as follows:

**Section 213.00 Department Head (Primary Administrator) - an interim policy from July 1, 2003 through June 30, 2004**

"Pursuant to the Board of Regents' policies (see Sec. 510, Item 5), the Head of a Department is the primary administrator of that academic unit.  If the Department Head is also a member of the faculty, then he or she may not participate formally as a voting member on a hiring committee or on a departmental promotion and tenure committee.  In the case of a hiring decision, these procedures are addressed in the University's Recruitment and Hiring Manual."

**Section 622.00 Development of Department and College Criteria, Standards and Procedures Documents - an interim policy from July 1, 2003 through June 30, 2004**

"Department and college criteria for retention, tenure and promotion may recognize differential staffing and allow for individual uniqueness in faculty assignments. Standards should not make all faculty perform alike, but commensurate quality must be expected for all equivalent reviews.

The criteria and standards defined in this document are the minimum acceptable standards for the University; departments and colleges are expected to develop criteria and standards based on, and no less rigorous than, those described herein.

Role, scope, criteria, standards and procedures documents shall be approved by the department faculty not including the department head (or primary administrator), the department head serving as the primary administrator of the academic unit, the college review committee, the college dean, the UPT Committee, and the Provost and Vice President for Academic Affairs. In the event two of these entities cannot agree on a document, the disputing parties will meet with the administrator at the next higher level in order to produce a document upon which the disputants can agree."

***OTHER***
- Jeff Adams to present Student Outcomes Assessment at February 4, 2004 FC meeting.
- Advisors: Learn to advise students about CORE 2.0 - February 3, 2004, Tuesday, 11:30 - 1:30, SUB 275-276.
- A Steering Committee volunteer is still needed - it is only for this semester.

As there was no further business, the meeting adjourned at 5:10 PM.


*Signature*                                     *Signature*
*Gale R. Gough, Secretary*                      *Warren L. Jones, Chair*