

**College of Arts & Letters
University of Notre Dame**

**Staff Administration Meeting Minutes
Thursday, February 25, 2010**

Departments Represented: Africana Studies; Anthropology; Arts and Letters Computing; Center for Creative Computing; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Classics; College Seminar; Cushwa; Data Management Center (PSY); Design, Copy, & Logistic Services (Decio); Design, Copy, & Logistic Services (Flanner); Design, Copy, & Logistic Services (O'Shag); Economics & Policy Studies; English; Faculty Services (Decio); Film, Television, & Theatre; Gender Studies; German & Russian Languages & Literatures; Glynn Honors Program; Hesburgh Program; History; Irish Language & Literature; Maritain Center; Medieval Institute; Music; Office of Communications; PhD in Literature; Philosophy; Political Science; Program of Liberal Studies; Reilly Center; Romance Languages & Literatures; Shakespeare at Notre Dame; Sociology; Theology; and Undergraduate Dean's Office

Departments Not Represented: American Studies; Art, Art History, & Design; Center for Ethics & Culture; Center for the Study of Religion & Society; Computer Applications Program; Creative Writing Program; East Asian Languages & Cultures; Economics & Econometrics; Institute for Scholarships in the Liberal Arts; Journal of Formal Logic; Psychology; Review of Politics; Social Science Infrastructure Support; and University Writing Program

1. Welcome – Rob Becht

- Rob introduced Betsy Karnes who is back in Theology.
- Time cards have been replaced with Ultratime or Webtime. You need to use this system for your students; we no longer use paper timecards. Let Rob know if you are not set up yet to use this system.

2. Telecommunications – Jeff Miller

- Jeff is the manager of Video Conferencing and Integrated Communication Services.
- Jeff gave a brief history of how video conferencing came to be at Notre Dame.
- To schedule a video conference call, all you need is a webcam, computer, and a speaker phone. A week notice is needed to set this up; Jeff will come to your office to train you.
- If you need to schedule a conference call, you need to set-up a host account in Web.ex. <http://oit.nd.edu/webex>, but contact Jeff Miller first at 1-6580 for a log-in code.

3. Odds & Ends – Cindy Swonger

- The Dean would like to see what each department sends to their early admitted students and to please send Cindy a copy, if you had not done so.
- The Dean's office needs current, full CV's for each department's faculty, and placed electronically into the document library in FileMaker Pro. A separate issue is if their faculty would like their bio or CV (long or short) on their departmental website, that would be their decision but our office would not be placing anything on the web.

4. Office of Communication – Marie Blakey

- Websites are being redesigned for departments, depending on the timing of the last redesign and strategic priorities set by the dean's office. If you have content questions regarding your website or would like to put in a request to get on the list of sites being reviewed for upgrades, contact Marie at m.blakey@nd.edu or 1-1405.
- Individual faculty bio websites no longer exist on the Arts and Letters College website. The only bios online are those kept on the individual department websites.
- If you have a technical website issue, your first step is to contact the OIT helpdesk to generate a job ticket. If the OIT staff can't help you, the ticket will be referred to ALCO for handling or, as needed, referral to AgencyND. Do not contact Chas Grundy directly, he is no longer charged with direct support of the College's websites.
- A conversation followed regarding the software systems used to manage our websites.

5. SAS Update – Kevin Wangler

- This year's January workshop received positive feedback, the educational opportunities and the wellness programs very informative. Kevin and Jessica Monokroussos thanked Kim Baum, Christine Piazzoni, Pat Base, and Karmen Duke for their help with organizing the workshop.
- The inaugural "staff lunch and games" will be in the Notre Dame room at LaFortune, today, Thursday, 2/25/10, from 11:00a.m. to 2:00p.m.; only one hour may be used for your lunch.
- The Innovation Park Spring Break tour will take on Wednesday March 10th from 10:00a.m.-11:00a.m. Contact Rhonda Singleton, singleton.12@nd.edu, if you are interested in attending. If you can provide a ride contact Beverly Holt, Holt.11@nd.edu.

6. ALCO – Dave Mastic

- Calling the OIT help desk is the quickest way to get your support needs into the ALCO work queue. The ALCO team is frequently out in the field, so calls to 1-7021 or specific team member phones are not always immediately answered.
- There is an open position focusing on computing support for social science research. This will help address growing support needs in this area.
- Departmental printing will slowly transition from networked HP printers to the new networked Xerox printers. This change will take place as the HP printers reach the end of their expected life.
- Shared HP floor printers in Decio, Malloy and Flanner will be transitioned to Xerox printers as the HP printers reach the end of their expected life.

7. DCL – Linda Lange

- Design, Copy, and Logistic Services have all new equipment.
- Prices have slightly increased because paper cost tripled, but color prices remain the same.
- Linda asked for your support so the copy center will continue to exist.
- You may contact DCL at copy301@nd.edu.

**The Meeting Adjourned at 10:00 a.m.
The Next Meeting is Thursday, March 25, 2010
9:00 a.m. to 10:00 a.m.
119 O'Shaughnessy Hall**