

Engineering Student Technology Committee

Meeting minutes for November 22, 2000 - Engineering B214 Conference Room -
8:00am

Present: Prof. Fitzhorn (ME), Jennifer Flint (ECE), Dr. Gessler (Assoc. Dean),
David Hodge (ChemE), Mike Holland (ME), Eric Mui (ECE),
Mark Ritschard (ENS), Bethany Schilleman (CE), Jason Smith (intra),
David Wiegandt (ECE)

Absent: Torrey Burgess (ME), Prof. Dandy (ChemE), Alejandro Flores (CE),
Prof. Labadie (CE), Prof. Nassar (ECE), Lance Parker (ChemE),
Marcel Zibognon (CE)

- Introductions and attendance

- Corrections to previous meetings minutes (11-15-00)
NONE

- Make corrections to proposal form
Last year's proposal form was discussed and modified. Ritschard will send
a revised version via e-mail for final review. If satisfactory, the form
will be distributed beginning the week of December 4.
The due date for the proposals was set to February 9, 2001.

- Proposal form distribution (added agendum)
Proposals will be solicited by posting flyers in the Engineering Building,
sending an e-mail message to all faculty and students, posting the form on
the ENS home page, distributing the form to department heads, and speaking
directly with student organizations.

The next meeting will be Wednesday, January 24, 2001.

Submitted by
Mark Ritschard

~~~~~  
Mark R. Ritschard  
Director, Engineering Network Services  
Colorado State University  
Fort Collins, CO 80523-1301  
~~~~~

~~~~~  
ritschrd@engr.colostate.edu  
tel: (970) 491-7954  
fax: (801) 409-7640  
~~~~~

Engineering Student Technology Committee
Technology Fee Project Proposal
Must be submitted on or before February 9, 2001

Please use this form to request technology fee expenditures for equipment in classrooms, computer laboratories, or other instructional or research laboratories, in keeping with the State Board of Agriculture Charges for Technology Manual guidelines found at <http://www.colostate.edu/services/acns/itec/fee.html>. Technology committee members are available for assistance, the names of whom appear in Section IV. Also see Section IV for submission information.

Section I. Overview

1. Title of proposal

2. Submitted by (Name & contact information of primary submitter(s) – up to three)

3. Proposal supported by*

* Proposals with wide-spread support from a cross-section of the college will be given preference. Although this form may be submitted electronically with a list of supporters, actual signatures are required for all supporters beyond the original submitter(s).

4. This project request is

- for student wages
- for software
- to maintain and/or upgrade existing facilities (replacement equipment only requested)
- to augment and maintain existing facilities (some new equipment requested)
- to provide a new facility (all new equipment requested)

5. Brief summary of proposal (Please limit answer to no more than one paragraph)

6. Location for proposed equipment or software:

6a. Equipment/Software requested (complete only if proposal is for equipment and/or software):

Specific equipment needed	Number Requested	Unit Cost	Total Cost
Specific software needed	Number Requested	Unit Cost	Total Cost

Total cost:

Section II. Pedagogical considerations

1. What are the pedagogical goals of this proposal? (Please limit answer to no more than three paragraphs)

2. Why is the request appropriate for the goals stated in #1, above?

(complete only if proposal is for equipment and/or software):

3. Planned course/research benefit:

Course No./Research projects

Number of students affected/semester

4. How will this proposal improve instruction (specific lessons, experiments, exercises affected, etc.)?

(Please limit answer to no more than three paragraphs)

Section III. Operation, Maintenance, and Funding

1. What functionality will this equipment provide that is not already available elsewhere in the college?

2. How many hours per week (M-F, between 7am and midnight) will this equipment be accessible for general student use? (complete only if proposal is for equipment and/or software)

3. How will students be made aware of this project? (complete only if proposal is for equipment and/or software)

4. Complete either A or B:
 - A. If this request is for student employee wages, who will be the supervisor of those students?
(the supervisor must sign here if name does not appear in Section I, #2 or #3)

 - B. If this request is not for student employee wages, who will be responsible for oversight and any installation, ongoing maintenance, or repair for this project?
(the responsible party must sign here if name does not appear in Section I, #2 or #3)

5. What operation & maintenance services would be needed from ENS staff? from department staff?

6. What modifications of current space will be necessary to install the new equipment (remodeling, wiring, security, furniture, etc.) and what is the source of funding for those modifications?

7. What is the estimated cost of operational expenses (supplies, maintenance, supervision, student assistance, etc.) and how will those expenses be funded?

8. What other sources of funding (and how much) exist for this project (outside grants, equipment donations, reallocation of existing equipment, etc.)?

9. What attempts have been made to obtain the funding from other sources?

Section IV. Information

A. Form Availability

This form is available electronically from the committee web page at <http://www.engr.colostate.edu/college/committees/estc/> or from a member of the committee.

B. Submission Information

All forms must be submitted on or before February 9, 2000.

Forms may be submitted via campus mail to

Engineering Student Technology Committee
c/o Eric Mui, Chair
Engineering Network Services

The form may also be sent as an attachment via e-mail to ericmui@engr.colostate.edu.

C. Engineering Student Technology Committee

Associate Dean for Undergraduates

faculty: Johannes Gessler (gessler@engr.colostate.edu)

Chemical Engineering

faculty: David Dandy (dandy@engr.colostate.edu)

undergraduates: *unfilled*
Lance Parker (lancep@engr.colostate.edu)

graduate: David Hodge (hodgeda@engr.colostate.edu)

Civil Engineering

faculty: John Labadie (labadie@engr.colostate.edu)

undergraduates: Alejandro Flores (lejo@engr.colostate.edu)

Bethany Schilleman (schilawoman@hotmail.com)

graduate: Marcel Zibognon (zibognon@engr.colostate.edu)

Electrical & Computer Engineering

faculty: Carl Nassar (carln@engr.colostate.edu)

undergraduates: Eric Mui, *Chair* (ericmui@engr.colostate.edu)

Jennifer Flint (jenflint@engr.colostate.edu)

graduate: David Wiegandt (dwiegand@engr.colostate.edu)

Engineering Network Services

staff: Mark Ritschard (ritschrd@engr.colostate.edu)

Intra-departmental majors

undergraduates: Jason Smith (jester@engr.colostate.edu)
unfilled

Mechanical Engineering

faculty: Patrick Fitzhorn (patrick@engr.colostate.edu)

undergraduates: Mike Holland (mholland@engr.colostate.edu)

unfilled
graduate: Torrey Burgess (tb17241@engr.colostate.edu)