

## **Spring 2002 Laptop Project Report**

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The Faculty Laptop Training Initiative (FLT), established in the fall of 2001, is in full operation as of this writing.

### **Needs assessment**

In mid-December, after initial questions about program procedures and policies had been answered, Chris Essex created and published a faculty needs survey/program application on the web. The faculty response was immediate and enthusiastic. The survey data provided the Committee information about faculty areas of interest related to technology training. By the application deadline on January 8, 59 faculty members had applied to the project.

### **Planning**

The committee agreed to set 16 hours of training time as the minimum requirement to complete program requirements and receive a laptop computer. After the application deadline, the four members who had been serving as technology advisors on the committee—Karen Hallett, Carol Rhodes, Chris Essex, and Bill Goveia—divided the list of nearly sixty participants equally among themselves. Carol Rhodes created an enrollment database to use as a tool to track participants' progress, produce workshop schedules, and generate administrative reports.

### **Consultation and enrollment**

After the planning phase, the technology advisors proceeded to make individual appointments with each of their subset of faculty members to discuss technology-training goals and recommend a training plan. The technology advisors serve as knowledge repositories for training options that include: workshops offered by ETS, UITS, and the IU and SOE Libraries; one-on-one training sessions offered by the Instructional Consulting Office; and Teaching and Learning with Technology Lab workshops and demos. A number of faculty members with high-level technology skills have chosen to offer workshops to their colleagues, as a way to meet the FLT requirements. Since class preparation is unquestionably more time consuming than workshop attendance, committee members agreed to offer instructors two hours of laptop credit for every hour spent in the classroom teaching their peers. Faculty participants have shown notable enthusiasm for teaching their colleagues. These appointments began the week ending January 22. At the completion of each consultation, the faculty member is given a printed agreement form with a list of recommended workshops. (It should be noted that these printouts are only designed to serve as recommendations and reminders for the faculty member. Changes can be made to them at any time.) Participants agree to notify their technology advisors upon completion of each workshop. Further verification of attendance may be also be requested if necessary. Throughout the semester, FLT participants have been notified of new opportunities for training through an email distribution list, and were also sent reminders for upcoming workshops in which they are presently enrolled.

## **Workshop scheduling and completion**

The above-mentioned four FLT committee members have also taken on the responsibilities of scheduling classrooms for the training sessions, advertising the availability of the program to faculty, registering faculty into workshops, and confirming the availability of externally offered workshops. These activities have required a large—but rewarding—time commitment from these committee members. Most of the committee members have also been involved in leading workshop sessions.

To date, the total number of training hours that the faculty has completed stands at 528. Eight participants have completed their training program and are now ready to receive the laptops. Of these, four participants have attended more than 20 hours. By the end of June, an additional 10 faculty members are expected to complete their required 16 hours.

## **Further program developments**

In September 2002, the committee plans to announce a second call for applications to the FLT program. We expect there to be 20-30 applicants with this second session. If faculty needs are similar, with this second group, our goal is to offer the full roster of workshops again, for this new group of participants. If there are any remaining original FLT participants that were unable to complete their requirements this semester, they will also be invited to continue their training. Given the enthusiasm for training from faculty, and with the rapidly developing technology environment, we, the FLT committee, hope to make the training effort an ongoing program that outlasts the immediate laptop initiative project.

## **Hardware assessment and purchases**

In February, FLT participants were sent an e-mail inquiring how they would use the laptops, to provide data for purchasing. After consulting with IU Purchasing, ETS submitted a Request for Purchase for the laptops on April 1. The response appeared April 12, evaluation equipment will arrive in early May, the vendor to be selected May 8, and product to be delivered June 7. The Faculty will have the following three options:

- 1) Lightweight (Windows 2000)
- 2) Heavier model (Windows 2000)
- 3) MAC.

The software preinstalled on each unit will be the standard desktop software build provided by ETS. Any 'special license' software must be requested by the faculty member and purchased through ETS, as per standard approval and support process. The long-term support plan is to accommodate these FLT laptops through the regular ETS support system.

Laptop specifications included in the Request for Purchase are outlined in Appendix 2.

## Appendix 1: Training

The faculty workshops attended or scheduled follow:

### INTERNAL WORKSHOPS (STAFF-LED)

ETS Workshops	Instructional Consulting Workshops
Advanced PowerPoint (one-on-one)	Acrobat and Scanning Techniques (one-on-one)
Basic Computer Skills (one-on-one)	Analyzing video (one-on-one)
EndNote: Basic (one-on-one)	Digital Video 1
Excel Budget	Digital Video 2
Excel Consultation (one-on-one)	Fireworks (one-on-one)
Excel Database Features	Online Course Design
Excel Gradebooks	Online exams (one-on-one)
Excel Text features	Scanning (in conjunction with PhotoShop class)
Excel: The Basics	Scanning (one on one)
Hardware and Software Basics	Scanning (one-on-one)
Legal Citation consultation (one-on-one)	Sitescape Forum (one-on-one)
Macromedia Flash Basics (pending)	Web-delivered survey (with Curt Bonk)
MS Access Basics	
MS Access Relational Databases	
MS Publisher	
MS Word (one-on-one)	
Outlook (one-on-one)	
Outlook Advanced Features	
Outlook Beginning	
Photoshop 1	
Photoshop 2	
Photoshop Advanced	
PowerPoint (one-on-one)	
PowerPoint 1	
PowerPoint 2	
PowerPoint 3	
PowerPoint: Advanced (one-on-one)	
Teaching with Macromedia Flash (pending)	
Video Conferencing - Classroom (pending)	
Web Page Design (One on One)	
Windows 2000 basics (one-one-one)	
Windows: Beyond the Basics (one-on-one)	
Word (one-on-one)	
Word Basics (one-on-one)	
Word Perfect to Word (pending)	
Word: focused topics (one-on-one)	

## INTERNAL WORKSHOPS (FACULTY-LED)

Workshop name	Faculty Instructor
Academic Search Premier and Lexus-Nexus	S. Sowell
Basic Web (one-on-one)	E. Boling
EndNote 1	B. Bichelmeier
EndNote 2	B. Bichelmeier
ERIC and IUCAT	S. Sowell
Library (one-on-one)	S. Sowell
Multimedia PBL	T. Ochoa
Oncourse	T. Frick
Online Course Design with DreamWeaver	T. Frick
Online CourseDesign with FrontPage	T. Frick
Quantitative Statistics/SPSS 1	J. Peng
Quantitative Statistics/SPSS 2	J. Peng
Using ILF	D. Cunningham (pending)
Video Conferencing - Classroom	(workshop pending-- may be faculty or ETS)
Web Basics	E. Boling
Web Searching Techniques	E. Boling
Web-delivered Survey	C. Bonk (with IC)

## EXTERNAL WORKSHOPS ATTENDED

Workshop name	Resource
Advanced Web Form Management	UITS
Best Practices Facilitating Online Learning	BEST
Copyright Issues	(IU Library)
Create a Web Form Using Transform	UITS
Developing Real Media Resources	TLTL
DreamWeaver: Beyond the Basics	UITS
Dreamweaver: The Basics	UITS
Electronic Portfolio	BEST
E-mail, Discussion Forums, & Chat Rooms	TLTL
Interaction Online	TLTL
Lexis-Nexis:Law Library	Law Library
MS Access 2000 DB Apps Pt 3 UITS	UITS
MS Access 2000 DB Apps Pt 4 UITS	UITS
Online Discussion Forums	TLTL, Digital Media Network Services
Path Analysis Software	STAT/Math
Polycom	UITS
Polycom Technology	UITS
Polycom Videoconferencing	UITS
Qualitative StatisticsATLAS/NUDIST, NVIVO	contracted by D. Cunningham
TLTL consultation 2/15	TLTL
TLTL Freeware	TLTL offered here by TLTL
TLTL Interaction Online	TLTL
Using CFS Accounts	UITS
Video Conferencing - Classroom	(Digital Media Network Services)
Westlaw	Law Library
Windows: Beyond the Basics	UITS
Word: Desktop Publishing	UITS
Word: The Essentials	UITS

## **Appendix 2: Hardware specifications**

### **Lightweight Unit**

1Ghz Intel Pentium III processor or greater  
512 MB of RAM, upgradeable to 1GB  
3.5" 1.44MB floppy drive - modular  
24x variable speed CD-ROM drive - modular (CDRW optional)  
20GB hard drive  
8MB video RAM  
Sound card and internal speakers  
12.1" minimum active matrix display (1024 x 768)  
Wireless 802.11b adapter (integrated or Lucent Orinoco Silver card or chipset.)  
Integrated Ethernet 10/100 802.3 adapter  
Integrated 56K modem  
3-hour rechargeable lithium ion battery  
Portable AC adapter  
Integrated pointing device  
One type II or one type III PCMCIA slot  
On-board connections: serial, parallel, USB, CRT, PS/2 mouse/keyboard and AC power port.  
3-year next business day on-site warranty on all aforementioned equipment.  
Unit must be less than 6 lbs

### **Heavier Unit:**

1Ghz Intel Pentium III processor minimum  
512MB of RAM, upgradeable to 1GB  
3.5" 1.44MB floppy drive  
8x/8x/24x DVD / CDRW Drive Combo  
20GB hard drive  
16MB video RAM  
Sound card and internal speakers  
15" minimum active matrix display (1024 x 768)  
Wireless 802.11b adapter  
Integrated Ethernet 10/100 802.3 adapter  
Integrated 56K modem  
3 hour rechargeable lithium ion battery  
Portable AC adapter  
Integrated pointing device  
Two type II or one type III PCMCIA slot  
IEEE 1394 port (Optional)  
On-board connections: serial, parallel, USB, CRT, PS/2 mouse/keyboard and AC power port.  
3 year next business day on site warranty on all aforementioned equipment.

### **ADDITIONAL UPGRADES/OPTIONS**

- 40-60GB hard drives
- Upgrade to 1.0 GB RAM
- DVD (lightweight)
- PCMCIA 802.11B wireless network card
- LS-120 super drive
- Mice (MS Intellimouse, etc.)
- IEEE 1394 Firewire Port
- Carrying case
- Port replicators/docking stations
- Keyboards (standard and ergonomic/natural) NOTE: if keyboard/mouse splitter is required this needs to be noted and made available.
- Monitors and flat panel displays (15", 17", 19", etc.)