Name of Committee/Task Force:  Ad Hoc Committee for Technology Enhancements to Group Study Rooms

Charge to the Committee/Task Force:
The purpose of this Ad Hoc Committee is to determine the optimal technology enhancements required in room 107A and the four group study rooms to allow for the use of projection equipment and uses of computers for student group projects. Additionally, recommendations should be made regarding an upgrade to 472B.

Date Established:  July 15, 2005

Goals, Responsibilities, Expectations:
A review of the current use of these rooms is expected. A general statement of the purpose of the rooms should help in assessing the overall needs for enhanced technological configurations. All issues related to the use of the rooms, including technical support, cost estimates, and responsibilities for scheduling should be addressed. Input from other library personnel who use these rooms should be freely solicited to ensure that all concerns are addressed.

Composition and Role:  This Ad Hoc Committee is appointed by the Director for Public Services

Membership:  Lora Lennertz Jetton, Chairperson
Phillip Jones
Tim Zou
Sheri Gallagher
Sharon Hu

Liaison and /or administrative reporting:  Alberta S. Bailey, Director for Public Services. Regular communication about the issues and direction of work should be maintained.

Frequency of Meetings:  As needed to meet requirement of submitting recommendations as soon as possible.

Documentation /Agendas, Minutes, and Quarterly Reports:  Not required

Deadline for Final Report (if a task force):  The final report, including recommendations, should be completed by August 8, 2005.