Maxine started the meeting with introductions and confirmation of committee members. Asked members to recruit two additional students to replace those who graduated.

Maxine provided overview of STF Budget. Reminded committee that due to the spending freeze several projects were not completed. Those funds were brought forward into the FY21 budget. The projects not completed were due to spending freeze were the computer lab upgrade of laptops in SEC Window Lab 202e and the purchase of online textbooks. Maxine reported that approximately $60,000 would be remaining after salaries, expenses, and COE wide projects costs were taken out. Maxine asked the committee if there were any other needs the committee should consider before sending out COE Call for Proposals for the FY21.

Committee discussed whether there were other COE classroom needs - Magda had questions regarding upgrading cameras in classroom for student that are using Zoom. These cameras would follow the professor and allow for them to be mobile around the room. Discussion ensued about the need for these cameras, how they would work, what would be the best and how much would we be able to spend. Will the rooms remain 110 classrooms with the installation of the camera? Will it still be considered standard but we are responsible for camera? Owl camera is something that is of interest. Rick Seeley is the contact for these cameras. Farah suggested having him come to a meeting and speak on this. Magda and Zak will investigate the Owl camera before we send a call for proposals.

Max will send link for committee to review the call for proposal cover letter and form so we will be ready to discuss them at the next meeting.

Max will be meeting with Dean Mulholland to provide update on the COE STF. She will share with her that this is a proposal year.

Next meeting: Monday, November 9th at 3:00 via Zoom

Respectfully submitted,
Mindy Noble