

## MEMO

Date: December 6, 2004

To: Harriett Hudson  
Faculty Senate Chair

From: Michael J. Murphy  
CAAC Chair

Re: Notebook Initiative

I am writing to summarize the position on the Notebook Initiative the members of CAAC unanimously endorsed. The Committee's deliberations were informed by the information you forwarded and presentations by Susan Powers and discussion was conducted over portions of four committee meetings. In the process CAAC addressed three issues:

1. the merits of the proposal in principle,
2. the need for and components of an implementation and evaluation plan, and
3. responsibility for development of the plan and provisions for oversight.

The Committee's overall assessment was that the proposal is potentially a forward-looking and groundbreaking innovation for the University to undertake. We also assessed that in principle the initiative would provide the faculty the opportunity to employ teaching and learning strategies and methods not currently available and it would enable rather than mandate innovation. CAAC endorsed pursuit of the initiative in principle.

However, the outcome of any action is contingent upon its implementation. It was our understanding that detailed planning for implementation has not proceeded and this step was awaiting approval of the concept paper. Having endorsed the concept, CAAC recommends development of a comprehensive plan that would include the following:

1. assessment of hardware needs and provisions for support and maintenance,
2. software needs including discipline specific based applications,
3. assessment of the implication of costs and benefits for students and on enrollment,
4. provisions for faculty development and ongoing support, and
5. a plan for comprehensive evaluation of the initiative.

Finally, CAAC addressed responsibility for development and oversight of the initiative. It was the Committee's belief that the plan should be developed and implemented by individuals with professional and technical expertise in areas such as hardware (including the computers, docking stations, plans for printing and scanning, servers, and wireless connections) software, computer support and services, teaching and learning, student services, recruitment, retention, and program evaluation. In addition to the implementation group that has the necessary technical skills, a second body should serve as an advisory group that would provide oversight and input. The advisory body would have broad representation for affected groups across the University.

The Members of CAAC endorsed the provisions of this position statement at it meeting on December 2, 2004 (9-0-0). If I can provide any additional information or clarification, please contact me.