

**CSUL Technology Advisory Group**  
**Notes from Conference Call of September 29, 2008**

In attendance: Selma Jaskowski (UCF), Bill Covey (UF), Michael Kucsak (UNF), Mark Stoffan (FSU), Gail Clement (FIU)

TOPICS OF DISCUSSION

Upcoming November meeting of CSUL Directors and Committee reps

The meeting day is still to be determined. Bill and Selma have been designated to attend on behalf of TAG, but Mark may also discuss with his Director since he is new to TAG.

Review of FCLA Activities Report

Questions were raised as to the purpose of this review, and whether TAG now has sufficient information from FCLA to perform the review. TAG members noted that it might be helpful to know, in addition to % FTE for a given activity, the name(s) of personnel assigned and what the nature of their involvement is. It was also suggested that narrative information about each project identified in the report and a timeline- for-completion would be useful. One way of providing a narrative could be to prepare a Project Charter for each project; Michael shared the Project Charter format he uses at UNF. Another source of narrative that describes each project might be existing planning documents produced by FCLA, such as the "Fiscal Year 2008-2009 Funding Plan." All of these options need to be considered, and will be further discussed at the next meeting.

Exploration of Videoconferencing Options

Bill is working on making available the Elluminate application to use for next call.

Next meeting: October 13, 2008 by conference call.

Respectfully submitted,

Gail Clement