

**To:** FREDERICK,MARIJAYNE; MCCUE,NIKOLAS G; ALLES,MICHAEL F; PETTUS,ANDREW P; HINTZ,THOMAS R; THOMAS,RONALD K; Luzar, E. Jane; Vergot,Pete,III; Lasley, Steven E; ARMSTRONG,MICHAEL F

**Cc:** CHEEK,JIMMY G; WADDILL,VAN H; MULLAHEY,JOHN JEFFREY; CAPINERA,JOHN LOWELL; Cromer,Daniel H Jr; Browning, Harold W. - IFAS; Hembry, F. Glen - IFAS; ZAZUETA RANAHAN,FEDRO S; PANKOW,JOHN H

This is to request that each of the above addresses serve on a committee to provide recommendations on policies, procedures, training and upgrades for our IFAS video-conferencing system.

Dr. Jane Luzar has agreed to chair the committee.

As you are all aware, the system has been in place for a number of months and is evolving to be tremendous resource in connecting our dispersed students, faculty and administrative staff. However, it has become evident in recent months that there are some critical refinements that must be made to reach the system's full potential. The major issues appear to be, but are not limited to:

1. The need for a training, policy, procedures manual. Tom Hintz has begun work on such a document, but we need input from our unit based personnel to insure that we are addressing the proper issues and the policies are compatible and appropriate with unit level needs. There are also various roles that need to be defined, identified, and coordinated, i.e. Conference Scheduler, Conference Facilitator, and Technical Support personnel at all levels.
2. There are numerous facility related issues involving microphones, camera placement, lighting, acoustics, etc. that need to be addressed on a site by site basis. Some of this work has been done and I will forward that to each of you.
3. We need additional sites in Gainesville which will allow more departmental interaction such as faculty meetings, seminars, and graduate student interactions with statewide colleagues via the system. Some suggestions are animal science, microbiology, entomology and nematology, Fifield Hall, to name a few.
4. What is the priority for the next set of REC and Extension offices which need the system?

We would like to complete this task with a draft manual and recommendations by April 18th. It is hoped you will take maximum advantage of our existing electronic communication systems as you work together on this issue.

Thank you for your assistance in the effort.

Joe Joyce