# Information Technology Standing Committee

## MINUTES          OCTOBER 31, 2011          1 – 2 P.M.

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| **MEETING CALLED BY** | Jim Sage |
| **TYPE OF MEETING** | Initial Organization Meeting |
| **FACILITATOR** | Jim Sage |
| **NOTE TAKER** | Jim Sage |
| **ATTENDEES** | Jim Sage,  Frederick Berry , Aimee DeChambeau , Trevor Engelsman, Kim Haverkamp, Mary Hardin, Stewart Moritz, Eric Mundy, Kellen Curtis Reusser, Mark Shermis, Laura Spray<br><br> Absent: Alvaro Rodriquez, Yingcai Xiao |

## Agenda topics

1:00 – 1:10                    INTRODUCTIONS                    JIM SAGE

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| **DISCUSSION** | Members introduced themselves and gave a brief overview of their experience in information technology. |
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| **CONCLUSIONS** | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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1:10 – 1:20                    ELECTION OF OFFICERS                    JIM SAGE

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| **DISCUSSION** | Members interested in an office discussed their background and qualifications for the |

| | position. Votes were cast by secret ballot and tallied after the meeting. |
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| **CONCLUSIONS** | Chair – Laura Spray, Vice Chair – Mary Hardin, Secretary – Kim Haverkamp |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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1:20 – 1:50                          IDENTIFY GOALS                          JIM SAGE

| **DISCUSSION** | Discussion of campus needs and  committee goals |
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| **CONCLUSIONS** | *The goals we chose to focus on are:*<br><br>• **Stay abreast of information technology trends in higher education**<br>    o We agreed to form two workgroups to conduct research and communicate potential needs to our Standing Committee<br>    o One workgroup will focus on student technology and the other will focus on academic technology<br>       ▪ *If you're interested in sitting on either workgroup, please let me know*<br>       ▪ *In addition, we'll need a chair for each workgroup, let me know if you're interested*<br>• **Meet with the University's VP for ITS to review project charters and progress, policies, academic and administrative technology needs and recommendations**<br>    o This will include plans to more broadly introduce and deploy technology on campus<br>    o In addition, we'll provide links for the campus community to useful IT resources and best practices<br>• **Provide / receive continuing input and feedback to/from ITS on systemic and tactical execution issues**<br>    o This will include projecting infrastructure required to support planned initiatives<br>    o Will also include identifying and acting on quick hit opportunities |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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1:50 – 2:00                      DETERMINE MEETING SCHEDULE                                    JIM SAGE

| DISCUSSION | Committee agreed to meet the first Monday of every month at 4:00 p.m. in LH 414 |
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| CONCLUSIONS | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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**Next UC-IT Meeting:  Mon., Dec. 5, 4 – 5 p.m., Leigh Hall 414**