Information Technology Standing Committee

MINUTES   APRIL 24, 2012   4 – 5 P.M.

MEETING CALLED BY	Laura Spray
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray
NOTE TAKER	Mary Hardin
ATTENDEES	Frederick Berry, Trevor Engelsman, Mary Hardin, Stewart Moritz. Eric Mundy, Kellen Reusser, Alvaro Rodriguez, Jim Sage, , Laura Spray, Yincai (Tom) Xiao Guest: John Savery Absent with Notice: Aimee DeChambeau, Kim Haverkamp Absent without Notice: Mark Shermis

Agenda topics

4:00 – 4:05   CALL TO ORDER   LAURA SPRAY

DISCUSSION	Laura Spray called the meeting to order. The February 28th meeting minutes were approved with no changes. Stewart Moritz moved to approve the minutes and seconded by Eric Mundy. The minutes are posted on the UC SharePoint site.

4:05 – 4:15   FOLLOW UP – NETWORK PRESENTATION   JIM SAGE

DISCUSSION	A review of the presentation presented last meeting by Kathie Ruther and Jim Miller took place. Laura mentioned that Kathie Ruther is putting together lists of applications that should be avoided. Some of the new network software needs to identify standings by UANet ID (student/faculty/staff). HR can provide this information. If web sites are blocked or working extremely slow the department techs should contact Jim Miller.

4:15 – 4:20   COMMITTEE SECRETARY   LAURA SPRAY

DISCUSSION	Kim Haverkamp is leaving CPAC and will no longer serve as its representative on the IT standing committee and the committee secretary. A new representative will be assigned during the next CPAC meeting. Jim Sage stated that his administrative assistant, Margaret Canzonetta, will start attending the monthly meeting and prepare the minutes.

4:20 – 4:25   UC ISSUE BRIEF   JIM SAGE

DISCUSSION	The final response sent to University Council was reviewed.

4:25 – 4:40   ITS FY13 BUDGET PROPOSAL   JIM SAGE

DISCUSSION	The CFO requested budget plans from Information Technology reflecting a 3% and 6% reduction. Jim reviewed his evaluation. His final conclusion was that a 6% reduction would result in a significant change in services provided. Many of the costs associated with IT are hard cost that cannot be eliminated. Other projects such as the upgrade to the university network are needed and have been included in the proposed budget. The final decision is that of the CFO and Provost.

4:40 – 4:55	ACADEMIC TECHNOLOGY SUB-COMMITTEE UPDATE	LAURA SPRAY

DISCUSSION	The following points were discussed
	• The university needs to do a better job of raising awareness on campus of what is available and what can be done with this technology
	• In the past an annual conference was held on campus for teaching technologies, this is no longer funded
	• A site license is now available for the survey tool Qualtrics, use this to do regular snapshots of data to track needs
	• How do we get faculty "pulling", not IT pushing technology
	   o One comment was to include in new faculty orientation what IT tools are available and how to get additional information
	• How do we identify early adopters and get them involved with influencing other faculty
	   o ITL has tried Tech Talk Tuesday brown bag events. These are recorded and on the Instructional Services web site.
	   o How to promote these events to get better involvement
	   o Want to get to the point where faculty is driving emerging technologies
	• Use surveys to help identify what is available
	• How do we incent faculty
	   o More work and less people, loads are increasing on faculty
	• Use department meetings to demonstrate available technology
	   o Roadshows – ITL taking 15 – 20 minutes of department meetings
	• Develop video demonstrations and cheat sheets
	• Centralized place to go for help
	• Train students on how to help faculty
	   o Student/faculty ambassadors
	   o Emerging teaching technologies team
	• Build level of acceptance
	   o Raise awareness
	   o How to deploy
	   o Determine what is the next step
	• A possible recommendation is a college level tech committee
	• Possibly build and organization in IT to help implement technology and support it

4:55 – 5:00	STUDENT TECHNOLOGY SUB-COMMITTEE UPDATE	JIM SAGE

DISCUSSION	Jim is considering convening a public forum in the summer or early fall. Invite students and community to identify where we need to go and define priorities.