

Information Technology Advisory Committee

December 7th, 2018 (11a-12:30p, Library 209)

Attendance:	Present :	Absent:	Attendance:	Present:	Absent:
Buckles, Jennifer	X		Jain, Hemant		x
Carver, Ethan	X		Liedtka, Theresa	x	
Denniston, Terry	X		Loveless, Daniel	x	
Forrest, Tyler	X		Matthews, Matt	x	
Freeman, Yancy		x	Pou, Laure		x
Gendron, Dennis	X		Rogers, Brian	x	
Gao, Lani	X		Rumbaugh, Stephen	x	
			Wilferth, Joe	x	
Guests: Donny Behneman, Jeffrey Wetherill, Susan Lazenby, Ray Soldano	X		Wood, Caesar	x	

Agenda for Meeting:

1. Review of minutes
2. Announcements
 - a. Spring meeting schedule for ITAC
 - b. IT budget request
3. Review of action items
4. Draft Policy: Audio Visual Technology Standards Proposal
5. Draft Policy: Learning Spaces Refresh Schedule Proposal
6. Draft policy: Funding and Support for Learning Space Upgrades
7. IT organizational structure as it relates to Partner and Central IT support.
8. How to address - campus technology training, lecture capture, portfolio use, room and classroom reservations, digital signage and wayfinding. Suggestion made to consider smaller task forces to address these topics and create a recommendation that would flow through the ITAC to the ELT.
9. Student Technology Fee and Online Fee
10. Next Meeting: tbd

Action Items from the Meeting / Previous Meetings:

1. TL move draft policies forward for discussion to CADHs and Deans, Brian move draft policies forward for discussion to Learning Environment Committee (December 2018)
2. Campus IT in partnership with Academic Affairs – address / fix the comprehensive inventory of campus learning spaces (November 2018)
3. Learning Environment Committee - surveys around learning space needs (November 2018)
4. Governance - talk at Deans Council/Heads Meeting re: room ownership and support (November 2018)
5. Tyler – create and provide a breakdown of how the Student Technology Fee and Online Fee are distributed and spent. (November 2018)
6. All – continue conversation and create a plan on how to address the upcoming discussion around IT organizational structure as it relates to Partner and Central IT support. (November 2018)
7. All – continue conversation and create a plan on how to address technology purchasing across the campus. (November 2018)
8. All – continue conversation and create a plan on how to address the issues of: campus technology training, lecture capture, portfolio use, room and classroom reservations, digital signage and wayfinding. Suggestion made to consider smaller task forces to address these topics and create a recommendation that would flow through the ITAC to the ELT. (November 2018)
9. TL / DG / TF discuss making service catalog and fiscal guidelines available now (October 2018)
10. TL / DG/ MM finalize draft of committee document to share (October 2018)
11. TL / DG finalize strategic plan and make available (October 2018)

Notes from Meeting:

Guests: Jeffrey Wetherill, Susan Lazenby, Ray Soldano (All Central IT)

1. Review of minutes
 - Minutes approved without correction
2. Announcements
 - Spring meeting schedule for ITAC – maintain current Friday schedule
 - IT budget request – TL / DG will bring to group at next meeting, will be discuss as it relates to today's draft purchase proposal
3. Review of action items
 - No action taken
4. Draft Policy: Audio Visual Technology Standards Proposal
 - Ray Soldano pulled up the three PDFs to talk through for the group
 - Matt asked about dongles as cost effective solution?
 - Discussion of portable tech that might be cheaper (i.e. DVD players)

- Is this for academic vs. auxiliary vs. all?
- Lecterns - all-in-one, built or preloaded? BYOD? Yes.
- If BYOD, how does refresh work for desktop vs. laptops?
- Do we want to build screens into the walls vs. paint? The upkeep question.
- Agreed to share and discuss the document with the Senate's Learning Environment Committee, CADHs, and Deans

Outcome: Universal consensus of general approval of document, post input and revisions.

5. Draft Policy: Learning Spaces Refresh Schedule Proposal

- Potentially strike language around not supporting non-standard models
- Language speaking to weirdness of spaces, or exceptionality
- Language added to consultation for entirely new spaces
- Add a column for computer classrooms?
- Language added about consultation for computers in labs/classrooms?
- Agreed to share and discuss the document with the Senate's Learning Environment Committee, CADHs, and Deans

Outcome: Universal consensus of general approval of document, post input and revisions.

6. Draft Policy: Funding and Support for Learning Space Upgrades

- Question of discrepancy between total learning spaces vs. those scheduled by registrar
- We need to fix who owns what in terms of granular info via EMS (based on Banner data)
- How do we get accurate data? Records & Banner
- Classrooms that are centrally managed & general use - financial & physical support
- Spaces - being assigned vs. ownership vs. who funds?
 - i. Centrally owned vs. physically advantaged
- Should financial support be tethered to ownership?
- You cannot talk about standardization if you're also going to allow full ownership.
- Need to hear from CADHs and Dean's Council
- Agreed to share and discuss the document with the Senate's Learning Environment Committee, CADHs, and Deans

Outcome: none

Due to time constraints the ITAC did not discuss the following:

7. IT organizational structure as it relates to Partner and Central IT support.
8. How to address - campus technology training, lecture capture, portfolio use, room and classroom reservations, digital signage and wayfinding. Suggestion made to consider smaller task forces to address these topics and create a recommendation that would flow through the ITAC to the ELT.
9. Student Technology Fee and Online Fee
10. Next Meeting: tbd