TTTF Meeting
November 6, 2019
LIB 207

Attending: Bo Baker, Donny Behneman, Julie Brown, Dawn Ford, Jessica Pierce, Chèrie Whipple, Joel Wells

Absent: Anna Lane, Susan Lazenby, Adam Nimmo, Chris Sherbesman, Chantelle Swaren

Minutes from 10-30

Approved

Data Collection

Existing Training Spreadsheet
- HR Training — Taleo, etc.?
  - Brief, but should probably add to spreadsheet
- IRIS — *Chris to provide this information? How does training take place?
  - Bursar cash handling workshop added IRIS training (Nancy Neal)
  - Payroll (Jina Johnson?)
  - UTK has a lot of this training online
- Online tutorials should be included
- IT Banner overlap with Advising
  - Different audiences, different specific tasks
  - Best to include both for now
- OPEIR reported their trainings to Donny
- Title IX? IT Security?
  - Security probably should since it goes through K@te
  - Title IX and FERPA go through another vendor
- Donny has emailed all the academic departments in IRIS
  - New tab in TTTF spreadsheet listing those department
  - Adding data as it comes in
- CPI to be added

General Needs Spreadsheet
- Donny contacted departments to request needs and adding data as it comes in
  - Access to systems new faculty are not aware of
  - Need for more training at staff and faculty onboarding time
- Adjunct Orientation offered, but not required
  - Adjuncts seemingly notified each time they are on the schedule
- Need for checklist at onboarding
  - Work with Vickie Adkison here based on her role

Need for updates based on revisions
> FERPA required every three years, for example, to update the law

Need for university to demonstrate proof of training (or negligence of training at the individual level)

*Chèrie to contact IT

*Everyone to contact their individual areas

Specific Needs Spreadsheet
> Helpful to produce a survey for campus?
>> Overlap with IT survey
>
> *All to review the software inventory and consider specific population training
>> Examples: Radius

Survey

Ready to go — added two TTTF questions at the end
Hopefully going out next week

Ongoing Committee Membership

Chèrie draft:
> Current representation:
> IT, HR, AA, Library, ERC, ESC, EMSA/Records, Budget and Finance, WCTL
>
> Future considerations:
> Athletics
>> Lots of specific software they use
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> Communication and Marketing
>> Web
>
> Administrative Support Professionals
>> Lots of IT support requests
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> EMSA/Student Affairs
>> We have Records side
>> OrgSync, Handshake, etc.
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> Campus Rec?
>> Under Student Affairs
>
> University Center?
> Foundation
>> Some IT support
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> Facilities
>> Big team; skill development; lots of specific systems
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> Emergency Services?
>> RAVE, security systems

Advisement Council?

LinkedIn Learning Rollout

Negotiating how to get through Purchasing
Aiming for December 1 live date in order to look at integration with K@te and roll out for Spring 2020

Action Items

Meeting Notes – Bo
Data collection – All
       Due 11/6: Existing training (need HR, Budget, and IT Security)
       Due 11/20: General
       Due 12/4: Specialized
Survey – Susan (compile results and report back to group)
Ongoing committee – All to add to recommendation on OneDrive
LiL Contract – Chèrie will work with Chris on LinkedIn Learning agreement/licensing