

Information Technology Advisory Council (ITAC)

MEETING MINUTES

Meeting held at 9:30 a.m., Thursday, March 8, 2007 in EPC 304C

Members in attendance: David Anderson, Peggy Beranek, Yvonne Bogard, Sue Byerley, Jackie Crouch, Nina Frischmann, Jan Kemper, Kirk Moore, Daniel Szarkowski, Julie Wheeler, Jerry Wilson

OLD BUSINESS

1. IT Updates

Jerry reported that:

- a. an agreement on the **Microsoft license** for Vista and Office 2007 has not yet been signed (it's held up in legal at the state level), so...
- b. this is holding up the distribution of **refurbished computers**. If an agreement is not reached soon, IT may have to start distributing computers with the old image. Yvonne indicated that *all* computers in the COE will need to be replaced or upgraded. Jerry said he'd work with her on that.
- c. the Cisco quote for the campus **wireless system** jumped from \$590K to \$740K after their recent appraisal. He's still negotiating with them on that, but he is sure that the campus will be wireless by the end of summer.
- d. IT is looking into new systems for **voicemail** (our old on is near its end), **email**, and **calendar** for faculty and staff; expects to take a recommendation to the leadership team soon.
- e. the pay-per-page printing system is still slated for implementation in the summer; probably starting July 1 so departments can budget for faculty printing; and since we are not able to trade in the old HP 9000 printers, some of those will be given to labs that need them; Nina inquired about student/staff billing, and to clarify:
 - i. the system will identify users as faculty, staff, and/or student
 - ii. faculty and staff printing will be charged to the home department
 - iii. students will purchase packages of paper online which will be billed to their bursar accounts
 - iv. if a user is both a student and staff, the student status will trump staff (*i.e.*, students printing out homework on office computers where they work as staff, will be billed as students)
- f. he has been getting an increasing number of inquiries regarding **podcasting** (of lectures, etc.) and that we should probably try to get ahead of the curve on this, to try to get one system in place rather than waiting until users have entrenched themselves in several different systems that all need support. Yvonne, Jackie, and Nina expressed great interest in this, and Jackie offered some suggestions for good systems. Jerry said he would set up a subcommittee of interested parties to start working on this.

2. Course Management System selection

David described both short-term and long-term strategies:

- a. short-term (1-2 yr): Attempt to minimize the number of CMSs currently supported by IT (CyberClass, Moodle, WebCT). David and Jerry will work with the primary users of these systems to determine the best solution.
- b. long-term (>5 yr): Continue to assess our needs and evaluate systems to meet them, with the expectation that at the end of our five-year contract with eCollege we will be in position to select a new system should the need arise.

NEW BUSINESS

1. Consolidation of eCompanion Support

- a. Jackie reported that the TLC had agreed to take over primary support for eCompanion, but that at least one person should be appointed in each college (perhaps more in LAS) to handle troubleshooting.
- b. Nina indicated that, in the interest of minimizing support for course development, faculty members would be required to undergo training prior to shells being created for them. Others suggested that this might cause problems.
- c. Julie agreed that training sessions should be held for English instructors if the move is made from CyberClass to eCompanion, but that instructors are reluctant to take on the additional time commitment; Jackie suggested that perhaps some of the money currently being used to help pay for the CyberClass license be used to provide compensation for training time.
- d. Yvonne noted that it is very helpful for faculty to log into eCompanion as a student, in order to see how things like threaded discussions and drop boxes work from the student point of view.

2. ITAC Membership

- a. David pointed out that in accord with the ITAC mission statement, the council was missing representation from some constituencies, that representatives from others rarely came to meetings, and that some current, non-attending members could perhaps be removed from the distribution list.
- b. After some discussion it was agreed that:
 - i. David would inquire about replacing Ed Chow, the EAS representative; add Jeff Spicher, a faculty representative from Beth-El; solicit representatives from Administration & Finance and K-12 education,
 - ii. Dan would try to get another student from Student Government,
 - iii. and that Craig Decker and Linda Hobbs (no longer active) and Barney Yetter (retiring) would be removed.

The meeting was adjourned at 11:00 a.m. The next ITAC meeting is scheduled for Thursday, April 12, 2007 at 9:30 a.m., in EPC 304C.

Please report any corrections or omissions to David Anderson at danderso@uccs.edu.