Information Technology Advisory Council (ITAC)
Meeting Minutes
April 9, 2004

The meeting was held on Friday, April 9, 2004 in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jackie Crouch, Jerry Wilson, Dan Stractman (for Janenn Demi-Smith), Barbara Gaddis, Clint Fisher, Leslie Manning, Gayanne Scott, Brian Schill, Kathy Andrus, Sue Byerly, Ann Hickey, Craig Decker

AGENDA

OLD Business

1. **E-Mail as Official Communication Policy Update:** The "Vital" Policy committee met in April. Students will begin receiving vital campus communications such as invitation to register, billings, etc. with the Summer 2004 session. All students are being notified of this via standard ground mail as well. Programming is currently underway to remove the student's ability to change their e-mail address within SIS. All student e-mail of record should be a UCCS e-mail address as of the Fall 2004 semester. An e-mail account is automatically generated on the student's registration for a first course on campus. Jerry Wilson said that there would be a "full campaign blitz" during the summer to inform students about this system.

NEW Business

1. **UCCS Web Committee Update**
   a. Craig Decker reported that the UCCS web site is undergoing redesign. A new UCCS logo which will be unveiled to the campus sometime in May will be incorporated into the site.
      i. The focus of the site is on recruitment. It will be used as one of the campus marketing tools.
      ii. Craig distributed a timeline to those present (Please contact Craig at cdecker@uccs.edu for a copy of the timeline). The plan is to have a set of "web tools" available for campus departments and to have the campus departments up to speed on the new site and how to incorporate the changes in their web pages by Fall 2004.
      iii. Craig reports that the committee is looking at some content management products for web maintenance that ideally will be adopted across campus and ease the process of updating web pages on a departmental level. Jerry Wilson added that the CU-Boulder campus currently uses shareware to do this.
      iv. The Vice-Chancellor for Student Success oversees the web committee here on campus.
      v. Kathy Andrus added that the web committee believes that a campus web policy is needed but that the web committee does not want to create nor enforce the policy. The policy should include guidelines for use as well as frequency of update recommendations.

vi. Leslie Manning suggested that the site be usable by campus staff, faculty and administration to complete work day tasks as well as being used for marketing.
vii. Ann Hickey expressed concern about timelines at the departmental level and when and how the policy would be established.
1. Jackie Crouch will contact VC Jim Henderson to discuss whether a sub-committee of the ITAC would be helpful in creating a UCCS Web Policy.
2. Individuals volunteering to meet over the summer session if necessary to work on a Web Policy committee are Ann Hickey (or her representative), Clint Fisher, Kathy Andrus and Sue Byerly.

2. **UCCS Online Database to order course shells or course duplication**
    a. A quick overview was given of the online course shell ordering system for any faculty who wants to use the e-College course management system. If you know of anyone interested in using the system and who does not currently have access, contact either Jackie Crouch at jcrouch@uccs.edu or Kathy Andrus at kandrus@uccs.edu. In addition, training for faculty to use the e-College system will be available either individually or in groups of no more than 5 persons. Please schedule with either Kathy Andrus or Jackie Crouch.
    b. **CU-Boulder Portal Demonstration:** Jerry Wilson demonstrated the CU-Boulder Student Portal (https://cuconnect.colorado.edu/uPortal/index.jsp then click on the "View Demo" link) . Jerry reports that University Management Systems (UMS) will help the other 3 CU campuses get started with a portal by providing code, etc. The estimated cost of the portal is about $300,000.00 split between the 3 campuses based on student enrollment. This would translate to approximately $100,000.00 for the UCCS campus for a portal "template" and then there will be programming costs both up front and ongoing. UMS told Jerry that they thought they would be ready to work with this campus no later than December 2004. There are many details to be worked out, however overall the IT Advisory Council verbalized support for this project on our campus. The council views the portal as an important "one stop shop" for students to gain access to e-mail, grades, campus information, announcements, course management systems and eventually registration and billing all through a single login. Jerry will meet with the Executive Team over the next few weeks to discuss possible sources of funding for the project.

The meeting was adjourned at 10:45 a.m. The next ITAC meeting will be on Friday, May 14 2004 at 9:00 a.m. in El Pomar Center 304C. Jackie Crouch is unable to attend due to a previously scheduled trip, but Jerry Wilson will preside.