

Information Technology Advisory Council (ITAC)
Meeting Minutes
May 13, 2005 (EPC 304C)

The meeting was held on Friday, May 13 2005, in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jackie Crouch, Jerry Wilson, Ben Martin, Barbara Gaddis, Ann Hickey, Craig Decker, Jan Kemper, Leslie Manning, Sue Byerley, Brad Baker, Polly Ciegelski, Christopher?, Patricia Kielbach

AGENDA

OLD Business

1. **SSN/SID Conversion Process Clarification**
 - a. Please see April ITAC meeting minutes for information on database conversion process
 - b. Jerry Wilson reports that these issues are now resolved
2. **Student Portal Project Update**
 - a. Jan Kemper reports that Steve Ellis is concerned that more focus is being placed on student announcements rather than student business in the portal creation
 - b. Craig Decker reports that this may be a misunderstanding of what is actually happening in the portal development. Student Activities will have its own tab as will Student Services viewable from the portal main page. The Student Services page will have links or access to the Student Online Center, Financial Aid, Bursar's Office, etc.
 - c. Jerry Wilson reports that Dave Makowski may re-prioritize portal development tasks so that course registration is added as one of the first items available for student use. Jerry also reports that the U-Portal software cannot identify students by degree plan at this time, but a request for this feature has been made so that announcements can be tailored to the individual student.
 - d. Jerry Wilson also reports that an issue with portal development is that UMS is investigating products to replace the current SIS system. A formal decision on a product is not expected until late spring 2006. There is potential that major development on the UCCS student portal would be scrapped if an SIS replacement product comes with a portal component that is not based on the U-Portal software.
3. **Campus Web Site Update**
 - a. July 1, 2005 is the target date for the new campus web site to be unveiled/rolled out.
 - b. Craig Decker reports that web templates should be completed by late June and that all departments and "official" web sites must be converted to the new "look" for the spring 2006 semester.
 - c. Ann Hickey raised concerns about faculty web sites and how to enforce changes when no resources are available to assist with department/faculty web site conversion.

- i. It was pointed out that faculty web sites could be considered “official” if they house UCCS course content and students are directed there for course content items. There was discussion on the importance of these kinds of sites maintaining the look of the main UCCS web site so that students recognize that they are still within the UCCS system.
- 4. **Problems with Online Schedule of Courses (item added during meeting)**
 - a. Ann Hickey reports that there are problems with the fall 2005 online schedule of courses not functioning properly. Links to individual colleges are no longer available as there had been in the system that was replaced.
 - b. Jan Kemper reports that Steve Ellis hired Kirk Moore to create a new system for managing the online course schedule.
 - c. Jerry Wilson will look into this and see that the issues are resolved or that the old system is reinstated.
- 5. **Results of Student and Faculty IT Survey**
 - a. Survey was run April 29 – May 6, 2005
 - b. Survey could only be given to registered users of e-College/e-Companion.
 - i. This was not determined until after the survey invitations were sent out.
 - ii. Due to this limitation, no staff were included in the survey
 - iii. Jackie Crouch will hand enter list of staff and send survey invitations to them before June 1. Results will be distributed to ITAC via e-mail during the summer break.
 - iv. 3046 Student invitations were sent with 1194 responses (39.2%)
 - v. 73 Faculty invitations were sent with 30 responses (41.1%)
 - 1. ITAC members suggested that more faculty be included.
 - 2. Jackie Crouch will look into adding faculty to e-College and send out survey invitations so that more faculty will be included.
 - vi. ITAC members were asked to review the survey results sent via e-mail this morning at 8:15 a.m. and submit comments to Jackie Crouch for inclusion in formation of the IT Strategic Plan.

NEW Business

1. Open Lab Pay-per-Page Printing

- a. IT currently has software to track printer usage in the managed labs.
- b. There was discussion about when and how to initiate pay-per-page printing and the effect on non-managed lab printers.
- c. ITAC members agreed that students should receive a paper allocation per semester before incurring costs however did not make a recommendation on the specific amount for the allocation.
 - i. Jackie Crouch will contact Scott Carter (IT department) who can provide actual paper usage figures so that an informed decision can be made about current “average” student paper usage per semester.
- d. ITAC members noted that the purposes in incorporating a pay-per-page system are:
 - i. Reduce printing waste
 - ii. Recover printing costs

- e. The discussion ended with the decision that a “student education” phase would take place in the fall 2005 semester whereby the student would get a pop-up message indicating how many pages are to be printed in any given print job for that student with the hope that this alone would reduce some of the printing waste.
 - f. The actual pay-per-page printing in the managed labs would begin in the spring 2006 semester.
 - i. This will allow time for non-managed labs to determine how they will participate (or not) in this program and allow departments with specific fees that already charge students for paper to make appropriate adjustments.
2. **Wireless Deployment and Management Policy (item added at meeting)**
- a. Jerry Wilson distributed the policy to all members present
 - i. UCCS has no formal policy in place at this time
 - ii. IT Security Auditors recommended that a policy be put in place as soon as possible.
 - iii. ITAC members were asked to review the policy outside of this meeting and to send comments/recommendations to Jerry Wilson via e-mail no later than Friday, May 27, 2005.

The meeting was adjourned at 10:40 a.m. The next ITAC meeting will be on Friday, September 9, 2005 at 9:00 a.m. in El Pomar Center 304C.

Please report any corrections or omissions to Jackie Crouch at jcrouch@uccs.edu .