

ITIX Meeting
Wednesday, April 20, 2016
Start Time: 10:30 a.m.

Attendance:

Xiang Tan – Engineering and Applied Sciences	Jan Kemper – Office of Registrar
Francisco Torres-Reyes - Engineering and Applied Sciences	Jackie Crouch – Faculty Resource Center
Chris Nelson – Engineering and Applied Sciences	Sharley Kurtz - Beth El IT
Dan Lemack– College of Business	Dave Anderson – Faculty Resource Center
Cindy Brown – College of Education	Greg Williams – Information Technology
Tabatha Farney - Library	Kirk Moore – Information Technology
Jeff Foster - University Advancement	Rachel Schlueter – Information Technology
Matt Getze – School of Public Affairs	Sarah Mensch – Information Technology

Agenda:

1. On Premise Exchange move to Office365 Cloud
2. Project Portfolio Tracking
 - a. New Business Case
 - i. Any idea for a project, a Business Case needs to be filled out.
 1. Business case can be obtained online uccs.edu/it/projects-and-initiatives.html
 - ii. If approved from IT LT, then a Sponsor will be provided and a Charter will be built.
 1. Charter contains: milestones, scope, risks, budget, resources etc.
 - iii. New procedures are being put into place for accountability and to ensure that projects are finished.
 - iv. Criteria to be considered:
 1. 40 or more hours of work in the entirety of the project
 2. More than 8 hours of work between 2 or more internal areas
 3. More than 8 hours of work between IT and an external department
 4. Estimated cost of \$10K or more
 5. Highly visible or highly urgent
 6. In addition, the project must align with either University Mission, Vision, Goals or with UCCS IT Strategic Goals.

- b. TeamDynamix
 - i. Software that will house all IT projects
 - ii. Questions regarding sub-teams offered to campus
 - 1. At this time, TeamDynamix will only be used by IT.
 - c. Microsoft Office Project (for Project Management) was discussed and will be turned on for campus users, as it is included in the Office 365 licenses.
3. Web Content Quality Report
- a. Project is done and Web Services is in maintenance mode.
 - b. Every year in July and December, email maintenance reminders will be sent
 - c. May 2016 an email will be sent out to all owners to update their web pages
 - d. After September 1st, the website cannot be changed due to the Accreditation.
4. Site Improve
- a. Crawler that checks for:
 - i. Broken links
 - ii. Misspellings
 - iii.
 - b. Suggestion of sending out in the next communication, how Ingeniux users receive access to Site Improve.
5. Drupal Project
- a. Infrastructure needs to be in place
 - b. Drupal needs to develop their access control module
 - c. UCCS rollout July 31st
 - i. Concerns:
 - 1. Too fast of a timeline
 - 2. Summer vacations
 - 3. Broken links
 - 4. Lack of communication to other departments
 - d. Number one project for Web Services and High priority
6. MyUCCS Portal

- a. Faculty Tab
 - i. UIS is working on the Faculty Tab and has some prototypes.
 - ii. Plan is for the tab to be up and active before the start of Fall semester
 - 1. UCCS is the only campus at this point for the rollout.
 - b. Faculty Accessibility - Delivered Class Roster
 - i. An icon will appear on their roster if anyone in their class has a disability.
 - 1. Disability will be identified and what the professor needs to do to accommodate the disability.
 - ii. Student will not be identified
 - iii. Training of the faculty of the icon and how to accommodate
 - 1. Discussion of making the training available on BlackBoard and/or SkillSoft
7. StarFish
- a. Early Alert System
 - b. UCD has the same product
 - c. Working on data integration with UIS
8. Lion One Card Upgrade
- a. Upgraded the system in December, but some issues have been identified.
 - b. The system will be taken down for 3 days in order to fix the issues.
 - c. Cards will still work, but nothing will be recorded and uploaded during this time. All information will all published, once the system is online.
9. WebEx Update
- a. Testing and configuration has been done.
 - b. Support is being structured and rollout will happen once support is in place.
 - c. When WebEx will be released, a matrix will be released as well to help identify what product works for what reason.
 - d. A separate meeting with Jackie, Kirk and Greg to discuss funding, data usage and recording capabilities
 - i. Update requested for May meeting
10. Infrastructure Update

- a. Power
 - i. On track for the first week of June to cut over the data center
 - ii. Possibility of a slight outage during that transition.
- b. Storage
 - i. Storage is sitting in the machine room
- c. Compute
 - i. Compute is sitting in the machine room
- d. Back up devices will be placed in Engineering and some disk space will be provided from IT
- e. Power, Storage and Compute will all be complete by mid-July

11. LanSchool (Demo)

- a. Demo would have to be done Thursday afternoon or Friday
 - i. Dan will schedule a time and place for the Demo and send out to ITIX list for anyone who wants to see the demo
- b. LanSchool is a classroom control software
 - i. Allows instructor to control the computers, select a certain computer, screen mirroring

12. CHECO Next week

- a. Kirk, Greg and Rob Garvie will be attending CHECO at the Nature Place (Florissant, CO) for 3 days to discuss IT issues with other Higher Ed institutes across Colorado

13. CIO

- a. Candidates – input?
 - i. IT is meeting with the Chancellor on Friday to provide their input
 - ii. Search Committee has discussed their pro's and con's and provided that information to the Chancellor
- b. Jerry's Retirement Party
 - i. 430-6p on the 3rd floor in the Library, Wednesday, April 20th
 - ii. All are welcome

14. Other Items

- a. N/A

Meeting minutes for ITIX are found at: www.uccs.edu/itix

End Time: 11:38 a.m.