

IT Advisory Committee Minutes
December 18th, 2006
Dauch 100

Present: Linda Swanson, Beverly Heimann, Tony Box
Curtis White, Vickie Taylor, Roger Beckett, Dreama Knight
and Bill Weiss

Absent: Pat Edwards, John Sikula, Boris Kerkez and Jim Kirtland

Welcome: Curtis welcomed Linda Swanson to the committee. Linda is replacing Wendy Schag.

November Minutes- Minutes reviewed and corrections were made. Vickie Taylor moved to accept and Beverly Heiman seconded. Minutes will be posted to the IT website.

Carryover Agenda Items/Updates

IT Staffing Updates

Positions Filled:

- Randy Spears will be working part time at the Columbus Center to assist faculty with content development and online courses.

Positions Pending

- Systems Management Analyst position will be posted in January.

Grant Initiatives

- HP Grant back on the street. The grant is very generous; 20-25 will be awarded laptops with cart. Faculty members will attend the HP conference. Curtis would like to recruit 2 faculty members to submit a proposal. This year one of the requirements is to have two faculty members submit the proposal.

Projects/Initiatives/Updates

Staffing Hires and Office moves – Three directors have changed offices and Sheila Howard, Scott Stoops and Dave McCumber will be moving temporarily to PTC 103. The Educational Training Center (Patterson 103) has been moved to Patterson 204. This is a temporary location pending the Bixler move this summer.

Proposal for Center for Teaching and Learning- 3rd Floor Patterson- Currently no news, this will depend on space and the moves to Bixler.

TIAA Update –New investment options now available online. Vickie Taylor suggested adding a link from the AU EagleWeb under fac/staff.

Ridenour Wall Options –The wall in the Ridenour Center wall is not operating. Curtis has received several quotes, but none are meeting our needs. We are looking for a different solution rather than replacing each cube with another projector system. The real concern is how the equipment is used and installing equipment that meets our needs. Hope to have online by the end of the semester.

Major IT initiatives

- MS migration- currently setting up working groups to discuss the best way to handle the migration.
- Datatel Colleague release 18-training and testing for summer migration. The release will impact the end user with the interface change.
- Security Infrastructure Enhancement-hardware has been purchased and installation will begin in Jan. probably looking at a 3 month turn around.

Learning Management System

- WebCT-support continues.

Growth in WebCT, Webconferencing and Videoconferencing courses

- Self reporting for faculty has been implemented. Moodle and Sakai (open source management systems) are being reviewed as

options to replace WebCT in 12-18 months. Curtis and Karen Little are working to standardize codes for class formats.

Battery Use Review/Recommendations

- Dreama brought in several battery chargers for the committee to see along with different battery options. We will continue to discuss the battery use/recycle options for AU.

C-Digix

- Accounts for Faculty- Curtis spoke with sales rep. regarding a block of accounts, 30-50 should get us started.

Visits/Meeting

- Bowling Green- Will be here on the 1st for a campus tour
- Ursuline College- Wants to look at our in house Helpdesk. Tony Box expressed concern regarding sharing our technology with our competition. Curtis believes that this is the collaborative nature of the higher education environment but we will remain cautious about sharing key information with our competition.

Committees and Subcommittees

Student Computer Initiative – this committee is being dropped off the list. There is no budget so it's gone about as far as it can.

IT Strategic Planning – Rolling out with the AU Strategic plan.

Software Coordinating Committee – Will help faculty fund spring/summer faculty needs.

Data Standards Committee – This committee is going strong.

Microsoft Implementation Team- Team is pulling together.

Security Standards and Policy Review – Kurt Eckert will be chairing this committee which will be putting policies with security (data) in place.

New Discussion Items

- Website updates- The Economics America Cleveland center website has been moved and has an Ashland University look and feel.
- Room Scheduling Packages – Looking at software for scheduling classrooms and other rooms on campus. **Roger Beckett** asked about using the GroupWise calendar. **Curtis** stated that the work flow component can't be achieved easily with Novell or Exchange. **Linda Swanson** stated that it's very hard to schedule meetings.
- Miller and Bixler Office Moves – Miller is not off line for spring semester. The 3rd floor classrooms continue to be used. The initial thought was to close Miller, but can't find additional classroom space. Miller 27 and 32 as of January won't be replaced. Eventually folks will be moved to Bixler. Miller would be a big renovation cost. **Bev Heimann** stated that the Honors Program moving to Miller will be discussed at the Academic Council meeting tomorrow.
- Discussion on “Loaner Equipment” – IT is able to loan equipment until funds are available on a case by case basis. Reminders and quotes will be sent out for new equipment. Equipment is necessary to keep classrooms going.
- Discussion on Online Registration and Payment (Graduate Students) – Currently looking at the Regional campus systems progress. Loop holes for students to pay anytime. Will be comparing other campuses.
- ACM Contest Support – This is great PR for AU, but taking PTC 200 offline for a weekend in Nov. really upset students (as per Student Senate). **Vickie Taylor** asked how often the lab is used. **Curtis** stated that during mid terms and finals all 52 stations are being used, but there are no waiting lines like last year. **Vickie** asked if there are other labs. **Curtis** informed us that there are no other open homework labs. We are looking very carefully into doing something in Dauch like possibly at 10 station system consolidation. Systems are already in the building but would be placed in one location. **Vickie** stated it's too bad the room with the software (Trading Room) isn't being used. **Curtis** explained that it is an instructional space only.

- Hardware and Software Inventory- Columbus software and hardware installs with speakers and projectors is complete along with a complete inventory for all equipment.
- MS Office for Graduate Students – This can be rolled out over the summer making the software available for all degree seeking students. We just need to figure out how to get software to students. IPEDS numbers include students regardless of how many credits they take. Need to get information together for marketing purposes. Conference with Pat regarding what should be provided.
- Budget Development for FY 07-08 – Curtis is meeting with Dr. Finks and Jim Barnes regarding the FY 09-10. IT has lots of needs and currently looking at ways of stretching our dollars. Biggest concern is how we replace old equipment after 3-4 years.
- Other Items – **Curtis** asked the committee to please let him know if anything comes up.

**Next meeting will be January 15th at 3:00 in Dauch 100
Curtis motioned to adjourn, Bill Weiss moved meeting adjourned.**