

**IT Advisory Committee Minutes**  
**January 15, 2007**  
**Dauch 101**

**Present:** Boris Kerkez, Linda Swanson, Beverly Heimann, Tony Box  
Curtis White, Roger Beckett, Dreama Knight, Dave Lifer, John  
Sikula, Bill Weiss and Robinson O'Brien-Bours

**Absent:** Pat Edwards, Tony Box, Jim Kirtland

**December Minutes-** Minutes reviewed and corrections were made. Roger moved to accept and Dave seconded. Minutes will be posted to the IT website.

### **Carryover Agenda Items/Updates**

#### IT Staffing Updates

##### Positions Pending

- Systems Management Analyst position waiting for budget approval. Maybe in Feb. or March. This will be necessary as we move towards MS migration. Trying to have max flexibility with budget to fully staff IT. Columbus Center needs remote support. This would be very expensive. Possibly looking at a part time or full time split.

#### Grant Initiatives

##### HP Grant Initiative

- Handout on 2007 Higher Education HP Technology for Teaching Grant Initiative. Boris stated this looks like they want a co-applicant faculty team. Will look into. Curtis stated recipients from previous years are unable to apply.

#### **Projects/Initiatives/Updates**

- ETC move to 204 Patterson will work for now, but we'll continue to look for a better location. Teaching and Learning Center 3<sup>rd</sup> floor Patterson plan but time line is unknown.

- Miller will be closed. About 6 regular faculty moving to Weltmer Center until Bixler comes online. Miller currently offline. Big savings on utilities
- Ridenour wall unit on hold. Proposals are all over the board. They range from \$70,000 to \$350,000. Some promising new technology with plasma screen displays without borders which might be an exciting alternative.
- Growth in WebCT Self- reporting model for faculty. A short survey mainly allowed us to cross check making sure not to miss anyone. Using the Web CT platform instead of running off copies will meet the faculty's needs. Bill Weiss would like electronic reports generated.
- Battery use recommendations. Dreauna spoke with Dan from Media Integration regarding batteries for the different devices in the classrooms/labs. The only batteries that should have to be replaced are the 9volt batteries for the mics. Most of the time the mics do not get turned off. All other equipment should have long battery life.
- Major IT Initiatives-
  - Holding off on the MS email switches waiting for a shorter break possibly over winter break. IT needs plenty of time to get training information out to faculty. As schedules become more firm we'll be talking about this more.
  - Security Infrastructure Enhancement-Redoing Cisco
  - Learning Management System - Web CT on borrowed time changing platforms. Lots of changes. No further development in BlackBoard suing Desire 2 Learn.

### Visits/Meeting

- AU will be sponsoring the 2<sup>nd</sup> annual HelpDesk Summit. Greg and Brain are heading this up. Focus is on Ohio privates, differences in scale. Approximately 12 schools will be attending with a working lunch and round table discussions. John Bucher Chair of Educause and CIO at Oberlin will be the speaker. The goal is to have the summit move from campus to campus. Capital or Otterbin next year. John

## **Committees and Subcommittees**

IT Strategic Planning – Revisions will be tied to AU Strategic Plan. John Sikula stated that the President is working on putting together another strategic plan.

Data Standards Committee – First draft “Avoiding Duplicate” is currently being drafted. The committee is looking all data entered the same. Trying to clean up records.

Software Coordinating Committee – This committee is looking at avenues to evaluate software to make sure that faculty and IT are working together purchasing the right versions of software needed. The idea is getting labs and classrooms all together trying to figure out what to do when class rooms are changed. It happens a lot. Bill would like Patterson 200 to be in the library. Boris is very concerned about the changes that occurred in Kettering 217 last semester. Curtis said he would like to sit down with Brian and Boris to discuss this further.

Security Standards and Policy Review – Kurt Eckert’s first business will be the implementation of the security system. Hardware will be tested before customizing and then software added later

## **New Discussion Items**

- Website updates- Shelly is here this week. She will be working on the All Institutional meeting. Athletics website is coming together with several students working for her.
- Room Scheduling Packages – Resource 25 is the Cadillac. Looks like we’re going into the direction of Enterprise for \$100,000 to implement. Boris thought that MS had a built in scheduling system. Suggested it might be worth looking into. Curtis stated that the work flow component is a problem with Novell, it needs lots of levels of integration.
- Discussion on “Loaner Equipment” – Equipment is available temporarily but then quotes for new system will be sent. IT’s priority is to replace specific labs. Several \$1000’s of dollars is needed every 3 years to replace equipment in the new buildings. Dauch equipment is already in need of replacing. Might go to a leased model.

- Discussion on Online Registration and Payment (Graduate Students) – Currently grad students revenues are generated without a real process. We are looking at lots of options.
- MS Office for Graduate Students – David Lifer asked when then is going to be available. Curtis stated this is based on licenses and can be rolled out for anyone. Will do a pilot this summer. Dave asked if UG students will be able to keep the CD. Curtis stated yes, but has to figure out how the reporting will work for auditing. Distributing is the major concern. Looking at working with the bookstore. Anyone that pays a tech fee will have access.
- Budget Development for FY 07-08 – Primary 08-09 budget item will be upgrading the phone system that is at least 10 years old. Moving to a VOIP System, which more companies are going with. This cost will be about \$300,000 to install. Boris asked about the bandwidth. Curtis stated there should be plenty. Some areas hurting like in the Gym and Regional Centers. Students are not even using phones in dorms. Looking at 1-2 phones per floor and not in the rooms and free up lines.
- Board Report for January 2007- Curtis shared his powerpoint showing trend analysis. May's report will be on staffing and October will on budgets. Bench mark in January 06 covered calendar 05 comparing 20 institutions. Some institution report every other year. John Sikula stated that if we compared undergrad with graduates we're one of the smallest. Curtis stated that AU is very consistent with other schools of our size. Bottom line with Curtis is he doesn't care where we are just as long as we are improving every year.

## **Comments**

Dave Lifer asked about course evaluations. Curtis stated that he will report back to him at the next meeting.

Bill Weiss asked about software to limit printing. Curtis will be meeting with MT and Paul Jones to discuss management systems that will manage printing.

John Sikula asked about the laptop computers in the student center and if they will be tied with the "coffee house". Currently the bookstore is checking out the laptops and after hours Safety Services

takes over. There are between 20-25 laptops that are checked out for 2 hour periods. The checkouts have been down except during mid term and finals week. Patterson 200 is also down in student use. This seems to be the result of more students bringing their own laptops.

**Curtis** asked the committee to please let him know if anything comes up.

**Next meeting will be February 19<sup>th</sup> at 3:00 in Dauch 100  
Curtis motioned to adjourn, Bill Weiss moved meeting adjourned.**