

**IT Advisory Committee Minutes**  
**March**  
**Dauch 100**

**Present:** Linda Swanson, John Sikula, Beverly Heimann, Curtis White, Dreama Knight, Dave Lifer, Bill Weiss, , Jim Kirtland, Vickie Taylor and Robinson O'Brien-Bours

**Absent:** Boris Kerkez Pat Edwards Tony Box, and Roger Beckett

**Jan. /Feb. Minutes-** Corrections to the minutes were made. John Sikula approved and Robinson seconded. Minutes will be posted to the IT website.

**Carryover Agenda Items/Updates**

IT Staffing Updates

Positions Posted:

- Systems Management Analyst- Switch from last meeting. After reviewing our needs we've decided to leave the Client Support position vacant until July 1<sup>st</sup> and hire a Systems Management Analyst. This position is going to be a senior Microsoft engineer. We may have to regroup on this position after reviewing the 3 applications we've received. .

Positions Pending:

- Client Support position-post July 1<sup>st</sup>, 2007.
- Director Client Support and Web Services –This position is also on hold until October 1<sup>st</sup>, 2007 so we can get the Systems Management Analyst position filled.
- Inst. Designer/Content Developer-Looking for options to extend funding for Ken Ocheltree's position-With Ken we are hitting numbers (handout) that we with WebCT assistance we wouldn't have been able to handle the increases. Working with John Dowdell, John Sikula and deans for funding. Possibly 4-5 different sources to handle the upward trend in growth. This

may level off with different faculty using video conferencing and Wimba. Develop a tool for faculty to be able to reach students. The bulk of the content online is WebCT. We still have several faculty members using WebCT and students can download from there.

#### Grant Initiatives:

- HP Grant Initiative- It's still out there, Curtis will touch base with Boris to see if there is still an interest. Vickie Taylor stated that she thought the deadline had passed.
- OFIC Grant –Lynn Briggs will determine later in April if they will be offering grants this year. This is an \$8000 to \$10,000 grant that we will submit for different faculty development issues. Linda Swanson asked if they will be submitting grants through her office. Curtis stated that he believes that's how it was handled last year. Curtis asked the committee to notify him of any grants they are aware of.

#### Projects/Initiatives/Updates

- Proposal for Center for Teaching and Learning r 3<sup>rd</sup> floor –This is still alive waiting to see who will be leaving. Patterson 204 is workable but barely.
- Bixler Renovation – This will be done over the summer similar to Dauch. We have budget for 5 classrooms and later in the year we'll see what's available in the budget to complete the other classrooms. John Sikula asked what exactly does IT pay for in these rooms. Curtis informed him that it's technology only. Furniture is the existing furniture from Miller.
- Ridenour wall options- We have determined that it's probably going to be a calibration of the 4 vendors to determine how are needs will be met.
- IT Website (<http://www3.ashland.edu/it/>) –Several changes have been made. There is now a traffic light to notify faculty/staff of anything that may be going on. Just a way of checking before calling the helpdesk.
- Major IT Initiatives (<http://3.ashland.edu/it/ITProjectTimeline.html>) – This is designed to keep the AU community aware of upcoming tech projects and timelines. These projects are determined by budget

and staffing. Dave Lifer asked about Office 07 for faculty. Curtis stated that the software is available for faculty to take and try in their office and at home.

- Technology Training Calendar (<http://3.ashland.edu/it/trainig/>) IT has never offered this many software training courses before. We're trying to post training enough in advance to give faculty and staff plenty of time to signup. Steve and Ken do the training with Steve doing the bulk of the training. Curtis showed the online tutorials that can walk faculty through applications.
- Decommissioning of Network Applications Launcher (NAL)- Making good strides to remove software that is currently on the NAL. Word Perfect is removed. This is teaching software on the network that allows software on the server to be downloaded on their system in classrooms or labs. This needs to go away. Curtis gave out 2 handouts for supported and unsupported software. This is necessary to make sure applications are able to run on our network this will enable IT to be in control of the software that is purchased. There are several applications that we'll help with but can't support. . There should not be any personal software on AU owned computers.
- Cidgix Music Service-Off line as of April 30<sup>th</sup>. We are currently assessing Ruckus. They offer free downloads but there is a cost for burning. This is not compatible with Macs. Curtis understands anyone with an Ashland.edu account can subscribe. This is free to the university. This site is outside the AU and Ohio network. After this summer Ruckus will have a server located in Ohio. In the next couple of weeks we're going to get information out to students. Robinson stated that some students are annoyed that playlists will be lost. Curtis will look into converting files, but it's probably not possible. Ads are not something that we have control over but Curtis understands it there will not be any cigarette and liquor ads. More information at our next meeting.
- Staff Training- Even with budget cuts it IT must train. Currently reaching out to departments to see about having them fund Datatel training. It is necessary to train faculty with new features and updates.

## **Visits/Meetings**

- Women in Computing – 2 students in our department approached Curtis about having 40-50 students ranging from grades 8<sup>th</sup>-12<sup>th</sup> attend a 2 day conference here at AU regarding career paths and options for young women in technology.

## **Committees and Subcommittees**

IT Strategic Planning – Revisions will be tied to AU Strategic Plan.

Data Standards Committee – Committee going very well. Security Standards and Policy Review will be combined with the Data Standards committee.

Software Coordinating Committee – Meetings are the 1<sup>st</sup> Tuesday of every month. Committee is going very well.

## **New Discussion Items**

- Communications Assistance for Law Enforcement Act (CALEA). We're exploring what it means to be private network (Not managing our own ISP) which would exclude us from CALEA. Bill Weiss is on a list serve with Library folks and Curtis is on a CIO listserv to try and come up with what others institutions are doing
- Follow up on Online Registration and Payment (Grad Students) Recently had a discussion with regional directors. Curtis is still reviewing minutes to determine what was decided. WE're not going to build a brand new system to force online registration. on "Loaner Equipment" – letter will be sent out regarding loaner equipment when checked out for a long period of time. Letting users know they need to purchase new equipment.
- MS Office for Graduate Students – Pat Edwards kicked this off. We'll roll out the beginning of this summer. Model is UG students will pickup discs from the helpdesk at no charge. They can have it delivered to their house for \$20. Grad students will pay \$20 and Seminary students \$60to have it delivered to their home.

- Budget Development for FY 08-09 – Still very tight this year.
- Other Items –
  - Dave Lifer asked about students who have Vista OS with GW had problems checking their emails. Curtis stated that the web version will not be a problem. We will not be changing to Exchange until December. Curtis will look into this.
  - Bill Weiss stated that people using the public access terminal have to authenticate so there shouldn't be a problem with being exempt.
  - Curtis mentioned that we are trying a new model for PC large labs verses smaller ones. Dr. Pittenger is letting us try it here in Dauch 110. Swipe card access will be used and the lab will only be open with the building is open.

**Next meeting will be April 16<sup>th</sup> in Dauch 100.  
Curtis motioned to adjourn.**