Information Technology Standing Committee

MINUTES   JANUARY 9, 2012   4 – 5 P.M.

MEETING CALLED BY	Laura Spray
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray
NOTE TAKER	Kim Haverkamp
ATTENDEES	Frederick Berry, Aimee DeChambeau, Mary Hardin, Kim Haverkamp, Stewart Moritz. Eric Mundy, Kellen Reusser, Alvaro Rodriquez, Jim Sage, Laura Spray, Yincai Xiao Absent: Trevor Engelsman, Mark Shermis

Agenda topics

4:00 – 4:05   CALL TO ORDER   LAURA SPRAY

DISCUSSION	Laura Spray called the meeting to order and the December 5th meeting minutes were approved.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:05 – 4:10   UNIVERSITY COUNCIL MEETING   LAURA SPRAY

DISCUSSION	The following officers were elected at the December 6th University Council meeting. • Co-Chair: Tim Lillie (Faculty Senate) • Vice Chair: Kent Marsden (CPAC) • Secretary: Nancy Roadruck (CPAC) • Member at Large: Jessica Goerke (GSG) • Member at Large: Sue McKibben (CPAC)
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:10 – 4:15   ROTATION OF COMMITTEE MEMBERS   LAURA SPRAY

DISCUSSION	There was a discussion about the term of appointment for Standing Committee members. Jim Sage asked everyone to send Laura Spray the term they are serving (1 year, 2 years, 3 years). Two people cannot meet on Mondays. Jim Sage asked everyone to send Kim Haverkamp their availability for monthly meetings.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:15 – 4:25	KEY INITIATIVES	JIM SAGE

DISCUSSION	There was a discussion about the City of Akron Policy Department and the UA Police Department merging their dispatch systems into a computer aided dispatch system. This will allow the UA police to know everything that the Akron police officers know when they go into a situation. IT is working closely with faculty on the demand to lower the cost of textbooks. There are more rental books and used book options available at the campus bookstore. They have developed a plan regarding e-textbooks. The Akron Online Program launched on January 9th. The College of Education's Master's in Technical Education will be the pilot program. UA will partner with Pearson to provide a 24/7 help desk and tutoring support. The Online Program is intended to reach and serve markets that UA could not reach before. The Colleges will determine which programs will go online.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:25 – 4:30	QUESTIONS	JIM SAGE

DISCUSSION	Some dorm rooms are having difficulty connecting to the internet. This issue will be reviewed by the Student Technology Workgroup.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:30 – 5:00	STUDENT AND ACADEMIC TECHNOLOGY WORKGROUPS	

DISCUSSION	Each workgroup conducted their first organizational meeting.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Information Technology Standing Committee

MINUTES   FEBRUARY 28, 2012   4 – 5 P.M.

MEETING CALLED BY	Laura Spray
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray
NOTE TAKER	Kim Haverkamp
ATTENDEES	Frederick Berry, Aimee DeChambeau, Trevor Engelsman, Mary Hardin, Kim Haverkamp, Stewart Moritz. Eric Mundy, Kellen Reusser, Alvaro Rodriquez, Jim Sage, Laura Spray, Yincai Xiao Absent: Mark Shermis

Agenda topics

4:00 – 4:05   CALL TO ORDER   LAURA SPRAY

DISCUSSION	Laura Spray called the meeting to order and the January 9th meeting minutes were approved. The minutes are posted on the UC SharePoint site.		
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**

4:05 – 4:15   UNIVERSITY COUNCIL MEETING   LAURA SPRAY

DISCUSSION	The University Council approved a resolution to end the Term of Appointment on April 30th of each year and to extend the term of inaugural members by one year. The term shall end for those appointed/selected/elected for one year on April 30, 2013; for those appointed/selected/elected for two years on April 30, 2014 and for those appointed/selected/elected for three years on April 30, 2015.		
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
Standing Committee Members should contact Laura Spray (spray@uakron.edu), Kim Haverkamp (kh1@uakron.edu) or Jim Sage (jsage@uakron.edu) if their term ends before April 30, 2013.			

4:15-4:30   ACADEMIC TECHNOLOGY WORKGROUP   ERIC MUNDY

DISCUSSION	The Academic Technology Workgroup met twice. The first meeting was with John Savery, Director of Instructional Services, and the second meeting was to discuss the future direction of the workgroup. Eric Mundy distributed a summary for both meetings. The summary is posted on the UC SharePoint site. John Savery discussed technology resources available through Instructional Services. National reports are posted on their website regarding trends in the field of Instructional Technology. The workgroup recommends improving communication between Instructional Services and UA faculty in the following ways: • Document excellence and best practices • Create "Tech Ambassadors" from each department so they can interact regarding interdepartmental issues with technology. • Develop ways to entice faculty to use technology • Hold conferences on campus to demonstrate best practices and showcase the kinds of technology being used on campus by our faculty • Create a one-stop-shop tech support site for faculty for help with pedagogical issues Jim Sage proposed adding John Savery to the Academic Technology Workgroup so the recommendations can become actionable items.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask John Savery to join the Academic Technology Workgroup	Jim Sage	

4:30 - 4:40	STUDENT TECHNOLOGY WORKGROUP	JIM SAGE

DISCUSSION	The Student Technology Workgroup has not yet been formed. The focus will be on emerging technologies for students. Jim Sage will reach out to SEAC and CPAC to include department techs that want to be involved in the workgroup.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact SEAC and CPAC to include interested department techs in the workgroup.	Jim Sage	

4:40 – 5:00	KEY INITIATIVE	JIM SAGE

DISCUSSION	Jim Sage will provide UC-IT Standing Committee Members with the Information Technology Services January Report to the Board of Trustees. Standing Committee members were asked to read the document and come to the next UC-IT Standing Committee meeting with questions about the initiatives. There was a discussion about the Virtual Lab. Students can access the specialized software from anywhere without the need to go to a computer lab on campus. It is working well and Information Technology is receiving positive feedback from users. The service being used for the Virtual Lab is a private Cloud. Jim Sage will bring statistics about the Virtual Lab to the next UC-IT meeting. Hewlett Packard will make a presentation at the Ohio Academic Computing Conference in Toledo about providing clusters in the Cloud because Universities cannot afford their own. The suggestion was made to form a Research Workgroup because there is so much going on with Cloud resources that are focused on research computing. There was a discussion about UA's capacity out to the internet and the need to move the capacity around to where it is needed. The suggestion was made to invite Kathy Ruther and Jim Miller to the next UC-IT Standing Committee meeting to discuss networking utilization and demand. The big initiatives that Information Technology is working on strategically are Online (eLearning) Learning, Data Warehouse and the Shared Data Center. More information about these initiatives can be found in the Information Technology Services January Report to the Board of Trustees document that is posted on the UC SharePoint site. There was a discussion about the announcement from Governor Kasich to upgrade the OARnet backbone; it is currently at 10 Gbps. The node in Cleveland, Columbus and Cincinnati will increase to 100 Gbps this year. The Akron node will increase to 100 Gbps next year. The University of Akron is evaluating the upgrades necessary to the internal infrastructure to support 100 Gbps. There was a discussion about the learning commons in Bierce Library. The After Action Report will be shared with Jim Sage. Information Technology is working diligently to put together a structure to leverage resources.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribute the" Information Technology Services January Report to the Board of Trustees" UC-IT to members	Jim Sage	
Bring statistics about the Virtual Lab to the next UC-IT meeting	Jim Sage	

Information Technology Standing Committee

MINUTES   MARCH 27, 2012   4 – 5 P.M.

MEETING CALLED BY	Laura Spray
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray
NOTE TAKER	Kim Haverkamp
ATTENDEES	Frederick Berry, Aimee DeChambeau, Trevor Engelsman, Mary Hardin, Kim Haverkamp, Stewart Moritz. Eric Mundy, Kellen Reusser, Jim Sage, Mark Shermis, Laura Spray, Yincai Xiao Absent: Alvaro Rodriquez

Agenda topics

4:00 – 4:05   CALL TO ORDER   LAURA SPRAY

DISCUSSION	Laura Spray called the meeting to order and the February 28th meeting minutes were approved. The minutes are posted on the UC SharePoint site.

4:05 – 4:50   NETWORK UPGRADES   KATHIE RUTHER AND JIM MILLER

DISCUSSION	Kathy Ruther, Director of Network and Telecommunications, and Jim Miller, Lead Network Engineer, discussed networking utilization and demand. The following is a summary of the presentation: • Network and Communication Services are seeing demands for bandwidth. The demand has doubled from 200 to 400 in the last two years. They are implementing a plan to increase bandwidth to 1 gig. • A pilot project has been implemented at the Student Union to analyze the amount of strain that is on the wireless network and identify traffic. Kathy will receive the initial data next week. Jim Sage can give Committee members access to the dashboard that IT is monitoring. • 60% of the networks usage is wireless. They anticipate that the wireless usage will increase to 90% of the networks usage within the next three years. • They are working on a way to dynamically allocate bandwidth based on need. During the day, the majority of the bandwidth will be allocated to faculty and staff by assigning them an SSID in order to protect the academic side. During the evening the majority of the bandwidth will be allocated the residence halls and the students will have more than they have had in the past. • An upgrade on the hardware across campus will be done in phases. The wireless upgrade needs to be implemented first. The handouts distributed during the presentation are posted in the Information Technology Standing Committee section of the UC SharePoint site.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:50 – 5:10   ISSUE BRIEF   JIM SAGE

DISCUSSION	Jim Sage discussed an issue brief that University Council referred to the Committee regarding the Pearson eLearning initiative. He explained details of the Pearson eLearning Initiative and provided a draft response. Committee members were asked to review the Issue Brief and the draft response and send suggested revisions to Jim Sage by Monday, March 26. Jim Sage will send the final issue brief response to the Committee before it goes to UC.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Information Technology Standing Committee

MINUTES APRIL 24, 2012 4 – 5 P.M.

MEETING CALLED BY	Laura Spray
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray
NOTE TAKER	Mary Hardin
ATTENDEES	Frederick Berry, Trevor Engelsman, Mary Hardin, Stewart Moritz. Eric Mundy, Kellen Reusser, Alvaro Rodriguez, Jim Sage, , Laura Spray, Yincai (Tom) Xiao Guest: John Savery Absent with Notice: Aimee DeChambeau, Kim Haverkamp Absent without Notice: Mark Shermis

Agenda topics

4:00 – 4:05 CALL TO ORDER LAURA SPRAY

DISCUSSION	Laura Spray called the meeting to order. The February 28th meeting minutes were approved with no changes. Stewart Moritz moved to approve the minutes and seconded by Eric Mundy. The minutes are posted on the UC SharePoint site.

4:05 – 4:15 FOLLOW UP – NETWORK PRESENTATION JIM SAGE

DISCUSSION	A review of the presentation presented last meeting by Kathie Ruther and Jim Miller took place. Laura mentioned that Kathie Ruther is putting together lists of applications that should be avoided. Some of the new network software needs to identify standings by UANet ID (student/faculty/staff). HR can provide this information. If web sites are blocked or working extremely slow the department techs should contact Jim Miller.

4:15 – 4:20 COMMITTEE SECRETARY LAURA SPRAY

DISCUSSION	Kim Haverkamp is leaving CPAC and will no longer serve as its representative on the IT standing committee and the committee secretary. A new representative will be assigned during the next CPAC meeting. Jim Sage stated that his administrative assistant, Margaret Canzonetta, will start attending the monthly meeting and prepare the minutes.

4:20 – 4:25 UC ISSUE BRIEF JIM SAGE

DISCUSSION	The final response sent to University Council was reviewed.

4:25 – 4:40 ITS FY13 BUDGET PROPOSAL JIM SAGE

DISCUSSION	The CFO requested budget plans from Information Technology reflecting a 3% and 6% reduction. Jim reviewed his evaluation. His final conclusion was that a 6% reduction would result in a significant change in services provided. Many of the costs associated with IT are hard cost that cannot be eliminated. Other projects such as the upgrade to the university network are needed and have been included in the proposed budget. The final decision is that of the CFO and Provost.

4:40 – 4:55	ACADEMIC TECHNOLOGY SUB-COMMITTEE UPDATE	LAURA SPRAY

DISCUSSION	The following points were discussed
	• The university needs to do a better job of raising awareness on campus of what is available and what can be done with this technology
	• In the past an annual conference was held on campus for teaching technologies, this is no longer funded
	• A site license is now available for the survey tool Qualtrics, use this to do regular snapshots of data to track needs
	• How do we get faculty "pulling", not IT pushing technology
	    o One comment was to include in new faculty orientation what IT tools are available and how to get additional information
	• How do we identify early adopters and get them involved with influencing other faculty
	    o ITL has tried Tech Talk Tuesday brown bag events. These are recorded and on the Instructional Services web site.
	    o How to promote these events to get better involvement
	    o Want to get to the point where faculty is driving emerging technologies
	• Use surveys to help identify what is available
	• How do we incent faculty
	    o More work and less people, loads are increasing on faculty
	• Use department meetings to demonstrate available technology
	    o Roadshows – ITL taking 15 – 20 minutes of department meetings
	• Develop video demonstrations and cheat sheets
	• Centralized place to go for help
	• Train students on how to help faculty
	    o Student/faculty ambassadors
	    o Emerging teaching technologies team
	• Build level of acceptance
	    o Raise awareness
	    o How to deploy
	    o Determine what is the next step
	• A possible recommendation is a college level tech committee
	• Possibly build and organization in IT to help implement technology and support it

4:55 – 5:00	STUDENT TECHNOLOGY SUB-COMMITTEE UPDATE	JIM SAGE

DISCUSSION	Jim is considering convening a public forum in the summer or early fall. Invite students and community to identify where we need to go and define priorities.

University Council Technology Standing Committee

MINUTES   JULY 24, 2012   3:30 PM

MEETING CALLED BY	Laura Spray, Chair
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members Present: Aimee DeChambeau, Mary Hardin, E. Stewart Moritz, Eric Mundy, Kellen Curtis Reusser, Jim Sage, Laura Spray, Yingcai Xiao Guests: Margaret Canzonetta (recording secretary), John Savery Absent with notice: Mark Shermis, Trevor Engelsman(excused thru summer – lives in Michigan) Absent without notice: Alvaro Rodriquez

Agenda topics

CALL TO ORDER

DISCUSSION	Laura Spray called the meeting to order. The May 31, 2012 meeting minutes were approved with no changes. The minutes have been posted on the UC Sharepoint site.

STANDING COMMITTEE GOALS & TACTICS

DISCUSSION	Jim asked for further input on the goals of the Committee: • Eric was concerned with the goal "Ensure the spending on information technology remains at or below benchmark levels for comparable institutions." He indicated that IT has the goal of being a leader in IT. Eric understood the need to be concerned with spending but felt that spending should be at or above benchmark levels. Jim appreciated Eric's comments but he needs to maximize the University's financial goals as well. UA is spending $750 per student. The challenge is the range of the benchmark which is $650-$4,500 per student. UA may want to be go further up the range but not likely at the mid-point. It was suggested to change the goal to "Ensure the spending on information technology remains at a level to continue to be a leader." Jim will make the change to the document. • Tom reported that his department would need additional support to keep running new kinds of classes and also the research being done. • Stewart questioned whether the department does metrics of success. Are we over performing for $750 per student? Jim reported that Educause has raw data on the matter. We need measures of success or value.

| | • Mary felt that we really do not have anything to measure our success. She suggested a comparison from semester to semester might be tangible items to measure success. Jim suggested that we should trend all the metrics and sought input from the Committee on what specific metrics we should be using and what we want to measure. It was noted that the cost per student does not factor in all the costs. Also, should the list include the events planned? The Committee should look at Educause to get baseline data to compare from beginning of the semester to the end. Eric suggested that maybe this task should be funneled out to the committee's work groups and report back at the next meeting.
• Aimee suggested that the data should be tied back to UA's 2020 goals. Jim indicated that it is the expectation that the goals should be tied to 2020. Jim suggested that the Committee look at 2020 again to develop new goals that achieve the goals of 2020. He would like the IT department to work from the perspective of enabling technology instead of leading.
• Jim questioned "Does the Committee want to raise awareness of IT and education or lead with new technologies?" Stewart indicated that we may be more positioned to enable than to come up with customer relations. John felt we were enabling but not leadership to go out to the faculty. Eric and others are doing this. Aimee felt the technology is here and we should enable it. Jim suggested that we add language that "We will make ourselves available to help departments achieve 2020 goals." We can weave 2020 into the goals. Mary suggested looking at terminology and get rid of practices that no longer make sense.
• In looking at the tactics as part of the goals, Kellen suggested adding that if faculty or students know how to use the technology, how do they measure the effectiveness of the technology. This could possibly be included with the course evaluations or posted on Springboard at the end of the semester. Jim indicated that we could make this recommendation to the Steering Committee about using technology for the course evaluations. |
| | |

PLANS TO CREATE DIGITAL STRATEGY

| DISCUSSION | John Savery distributed a handout "Digital Strategy for University of Akron" which outlined recent announcements and initiatives by Ohio State University. John indicated we could probably get the same deal with Apple (12% discount) but UA is doing a lot of the same things as Kent. We are optimizing wireless and have classroom technology. OSU has faculty incentives that UA has not done. The fellowship program is extensive. Jim felt it was a good model for a faculty energy technology team and a component for the student team.
Jim questioned whether you align with a vendor like Apple or do you support whatever the students bring to campus (Droid, Microsoft). UA lets you bring your own device and IT drop loads sets on their technology. Jim suggested researching this issue and a recommendation should be made on whether we dictate what the students should use. Stewart suggested working with a content company like Amazon and not a hardware company. Jim agreed that we shouldn't force the use of a certain product. Aimee suggested that we could get data on what students are bringing to campus. The committee could develop standards and |

	recommendations based on what students are bringing to campus. John reported that a prototype survey has been developed about utilization and the experience with technology students have had at UA. The Committee wasn't sure how the faculty would react to this. Questions such as "does our technology, meet your needs," "which technology has been good for you" could be incorporated. It was suggested to survey the population at large and relate it to IT and not faculty. Jim indicated that we could make this recommendation to the Steering Committee

PLANS TO ENGAGE FACULTY

DISCUSSION	Eric discussed the September event. Laura suggested that the group meet off line to discuss the plans.

MEETING DATES AND SUMMER SCHEDULE

DISCUSSION	The next meeting of the Committee will be August 21 at 3:30 pm in the McCollester Room.

University Council Technology Standing Committee

MINUTES   AUGUST 21, 2012   3:30 PM

MEETING CALLED BY	Laura Spray, Chair
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members Present: Aimee DeChambeau, Mary Hardin, E. Stewart Moritz, Alvaro Rodriquez, Susan Olson (representing Mark Shermis), Jim Sage, Alicja Sochacka, Laura Spray, Suzanne Testerman Guests: Margaret Canzonetta (recording secretary), John Savery Absent with notice: Trevor Engelsman (excused thru summer – lives in Michigan), Eric Mundy, Kellen Curtis Reusser.

Agenda topics

CALL TO ORDER

DISCUSSION	Laura Spray called the meeting to order. The July 24, 2012 meeting minutes were approved with no changes. The minutes have been posted on the UC Sharepoint site.

INTRODUCTION OF NEW MEMBERS

DISCUSSION	New members, Suzanne Testerman (CPAC) and Alicja Sochacka (GSG) were welcomed and introduced to the Committee.

ACADEMIC TECHNOLOGY
SUBCOMMITTEE UPDATE

DISCUSSION	Laura reported that the Academic Technology Subcommittee met recently. Stewart indicated that the subcommittee will be meeting with technology representatives from the Deans' offices in the third week of September. John will show them what we have to offer and possibly hold a brainstorming session on what we can do to deliver better or make more people aware of the services. Jim asked if we could create a plan for what we are going to do with engaging the faculty and send to the group so feedback can be given. A communication plan should be formed on what we intend to do. John will put together a master plan with dates and times. The event is September 21 from 12 to 2 pm in LH 414. John suspects that a demonstration of the learning technology classrooms will be included.

	REVIEW OF THE GOALS OF THE COMMITTEE
DISCUSSION	Jim asked the Committee to send him feedback on the revised goals. If he does not hear back from anyone on changes, Jim will forward the list to the University Council Steering Committee.

	REPORT ON IT SUPPORTING LEADERSHIP AGENDA AND DISASTER RECOVERY
DISCUSSION	Jim distributed to the Committee a presentation he made at a recent University leadership retreat regarding what IT can do to help leadership with the goals of Vision 2020 (attached). He explained about the current RFI being sought for a CRM, and the plan to bring vendors in to show us what they can do for three separate categories – student recruitment, enrolled students and alumni relations. The intent is to educate ourselves about what is possible with a CRM and then pick a vendor that we want to work with. A decision has not been made on which area to implement first. Suzanne questioned whether there was any thought to have Summit College on a centralized system. Jim indicated that Destiny Solutions is doing this – all in one place. A question was raised about whether a follow up survey will be sent to students who graduate. Jim indicated that the CRM tool will automatically maintain contact with graduates. It has a robust set of tools for freshmen to start career planning online instead of waiting for services. It will also give parents books on career planning. Laura asked about the impact this new software will have on IT's priorities and the IT budget. Jim indicated that things were already pretty closely aligned. They had already talked about CRM and online. He also indicated that he has money for administrative projects. There is also money in the tech fees that will pay for this. He suggested that it would be an interesting thing to ask the other VPs to also make a plan to align with Vision 2020.

Next, Jim informed the Committee that a new Disaster Recovery Plan is being put together. The University had a relationship with Sungard for recovery but it was never tested. Student expectations have changed -- they want everything available 24/7. Also, the University's Sasaki plan has indicated that the land where the Computer Center is now situated should be used for academics. There will be a disaster site.   Jim will be presenting a plan to the VPs for start up funding to begin the process in 2013. There was also a discussion about the Involta datacenter and whether the University will store data at that location. |

	MEETING DATES AND SUMMER SCHEDULE
DISCUSSION	The next meeting of the Committee will be September 25 at 2:30 pm in Leigh Hall room 414.

University Council Technology Standing Committee

MINUTES   SEPTEMBER 25 2012   2:30 PM

MEETING CALLED BY	Laura Spray, Chair
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members Present: Aimee DeChambeau, Mary Hardin, E. Stewart Moritz, Eric Mundy, Phyllis O'Connor, Jim Sage, Laura Spray, Suzanne Testerman

Guests: Margaret Canzonetta (recording secretary), John Savery

Absent with notice: Kellen Curtis Reusser. Alvaro Rodriquez

Absent without notice: Trevor Engelsman (1); Alicja Sochacka (1) |

Agenda topics

CALL TO ORDER

DISCUSSION	Laura Spray called the meeting to order. The August 21, 2012 meeting minutes were approved with no changes. The minutes have been posted on the UC Sharepoint site.

ACADEMIC TECHNOLOGY SUB-COMMITTEE UPDATE

DISCUSSION	Eric Mundy reported that the Academic Technology Subcommittee with Instructional Services hosted an instructional technology demo and discussion on September 21. There were 41 guests (32 professors/instructors, six deans and three technical staff members). Eric and John Savery both felt the session went well. Stewart indicated that he attended the event and felt it was outstanding. The Subcommittee will regroup to discuss after-action items. Thank you notes will be sent, contact information was gathered to network, and information will be disseminated to the colleges/areas. It was suggested that brown bag luncheons would be a good follow-up to focus on certain technology areas. John would like to touch base with more of the college technology staff. Stewart noted that an abbreviated demo will be conducted for the law school. Jim thought it would be helpful to have the Subcommittee come back to the Committee with future plans, transfer of the knowledge. We need an approach to reach the colleges. John will be putting together a survey.

STUDENT TECHNOLOGY
SUBCOMMITTEE UPDATE

DISCUSSION	Jim reported that Matt Bungard, a staff member in the IT Department, has a group of students that wish to be part of the student emerging technologies subgroup. Members of this Committee are welcomed to be part of the committee as well. Mary indicated that she would like to be part of this committee. John noted that he has a couple of students that would also be interested in joining the committee. Eric questioned whether Jim Tressel's Akron Experience students would be part of this committee. Jim indicated that our committee can work with Tressel's Student Advisory Group to see how we can work together.

INFORMATION TECHNOLOGY
SERVICES BOARD REPORT

DISCUSSION	Jim asked the Committee members for any comments or questions on the monthly ITS report to the Board.

MISCELLANEOUS MATTERS

DISCUSSION	Jim discussed the RITE board initiative and managing the task for companies to develop on-line internship and co-ops programs. He is open for any suggestions on how to handle the task. Jim next reported that the university will be hiring a full-time staff member to handle the on-line program based on Desire to Learn. He also described the CRM demo and RFP process taking place. Vendors such as Talisma, TargetX and Oracle are being interviewed. Mary questioned the status of the electronic time card project. Jim indicated that it is the time and labor project, and it will be installed next year. Phyllis asked how the IT department decides on the priorities for the year. Jim reported that requests, with a business case, go to an Advisory Group (consisting of representatives from Human Resources, Finance, Student Affairs and IT). The request is analyzed for strategic alignment and the requests with the highest ratings moves forward. All projects must compete for resources. Once the Advisory Group makes a recommendation, it goes to a steering committee through the Provost Office. Mary stated that she thought by looking at the University Council by-laws that an IT committee member could be part of that decision process. Jim agreed that we should have a representative from our committee on the steering committee. Jim will talk to the steering committee about getting a member of this committee on the steering committee. Committee members should let Laura know if you would like to be part of the steering committee. Phyllis stated that she would like the Academic Technology Subgroup to get the message out to the faculty about all the technology available in the library and science department when making assignments. Faculty also needs to get the word out to students about the services they provide. Jim would like to put

	together a plan to find a way to link to the library, etc., possibly by a short video. Aimee added that it would be helpful to get the word out about what software from books works well on library computers and what doesn't. John reported that they do have an oversight committee that could look into it. Phyllis commented that it could be part of the bookstore to publicize this information.

MEETING DATES

DISCUSSION	The next meeting of the Committee will be October 24 at 2:30 pm in Leigh Hall room 413.

University Council Technology Standing Committee

MEETING CALLED BY	Laura Spray, Chair
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members Present: Mary Hardin, Chris Kuhn, E. Stewart Moritz, Alvaro Rodriquez, Laura Spray, Suzanne Testerman Guests: Margaret Canzonetta (recording secretary), John Savery Absent with notice: Aimee DeChambeau, Eric Mundy, Phyllis O'Connor, Jim Sage Absent without notice: Alicja Sochacka

Agenda topics

CALL TO ORDER

DISCUSSION	Laura Spray called the meeting to order. The September 25, 2012 meeting minutes were approved with no changes. The minutes have been posted on the UC SharePoint site.

ACADEMIC TECHNOLOGY SUB-COMMITTEE UPDATE

DISCUSSION	The Committee met to discuss the demo on teacher technology. They discussed the need to solicit further members for the Academic and Student Committees and how to get the message out to faculty members about the new technology. A survey will be sent out at the end of October to faculty to gain a deeper understanding on what they are using, the impact on students, assessments, what is available, what's missing, and any feedback. Mary suggested that the survey include a question on what people need and how to get additional help. Laura is working on a timeline for what the committee is planning. John reported that Gordon Schukwit from Apple will be here on November 15 at 10 am in Bierce Library 154.

STUDENT TECHNOLOGY
SUBCOMMITTEE UPDATE

DISCUSSION	Laura reported that a notice was sent about the first meeting of the committee to be held on November 7 from 12-1 pm.

STEERING AND ADVISORY PROJECT
MANAGEMENT COMMITTEE

DISCUSSION	A discussion was held about the timeframe of when IT becomes involved with the Steering and Advisory Project Management Committee. Laura reported that committee member, Aimee DeChambeau, is interested in representing the University Council on the Advisory committee. A motion was made and passed to suggest that Aimee represent the University Council as a member of the Advisory Committee. There was a discussion about how projects are prioritized, and the Committee agreed that it could write a letter in support of specific projects. Laura questioned whether there should be a SEAC and CPAC representative on the Committee as well. Stewart suggested that this question should be raised with University Council.

NEW BUSINESS

DISCUSSION	John reported that Illuminate was purchased by Blackboard. Blackboard is coming back to UA and the colleges see some limitations with the software and are concerned. John did some research on clicker products and has issued an RFP. Legal is looking at the agreement and an ad hoc committee has been formed. John will be going to the Faculty Senate to help form the committee. John also reported that they are also looking at a desktop video conferencing unit. There was a discussion on the usage, licensing, and comparison with Webex. An ad hoc committee will be formed to review the unit. John will prepare a draft letter about the subject for the Committee to review. Mary discussed a problem with new faculty who have an employment contract but are not entered into the University's UANET system until they start work. They cannot access Springboard or other systems and thus need to open a ticket in Footprints. Laura indicated that they should be able to get a UANET ID 90 days prior to their start date. As long as HR has a PAF or a contract, they can get an ID. John said that Springboard is looking into a solution for hiring units to handle this issue. New faculty can get set up in Springboard with a UANET ID even if they have not been added in Peoplesoft. Mary said there are problems with "active" faculty not getting into Springboard – they cannot see their classes. Laura reported that MyAkron and Springboard are making some programming changes and they should be able to get into the program. Laura will follow up on these issues.

MEETING DATES

DISCUSSION	The next meeting of the Committee will be November 27 at 2:30 pm in Leigh Hall room 413.

University Council Technology Standing Committee

MINUTES   NOVEMBER 27, 2012   2:30 PM

MEETING CALLED BY	Laura Spray, Chair
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members Present: Linda Barrett, Aimee DeChambeau, Chris Kuhn, E. Stewart Moritz, Phyllis O'Connor, Laura Spray, Suzanne Testerman

Guests: Margaret Canzonetta (recording secretary), John Savery

Absent with notice: Mary Hardin, Alvaro Rodriquez, Jim Sage

Absent without notice: Alicja Sochacka (2) |

Agenda topics

CALL TO ORDER

DISCUSSION	Laura Spray called the meeting to order. The October 24, 2012 meeting minutes were approved with no changes. The minutes have been posted on the UC SharePoint site.

ACADEMIC TECHNOLOGY SUB-COMMITTEE UPDATE

| DISCUSSION | Laura reported that the Apple representative, Gordon Schukwit, was on campus on November 15 and everyone agreed that the presentation was well received.   The outcome will involve putting students together in "caves" in the library. Phyllis responded that she was in favor of a "watering hole" concept and that the library has a lot of cave-like structures in the library. She would consider putting together smaller communities with technology on the ground floor. Stewart indicated that there were "caves" or "watering holes" at the law school.   John suggested putting up signs indicating "watering hole."
The Committee then discussed digital signage and what buildings contained the technology. It was also suggested that digital signage could be used to showcase student success – maybe projecting on the outside windows at the Center for Psychology or the Student Union.
Laura questioned whether the Committee would be interested in adding an employee from Wayne College as a non-voting member of the Committee.
Stewart asked John about the responses to the survey. John reported that out of 2,000 sent, they received 250 responses from faculty. The returned survey |
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	contained a lot of comments. Buchtel College (Steve Myers) has shown an interest in conducting a survey.
	Laura asked John if any comments stood out. Technology did not fit with teaching style was a theme. John felt it was important that new faculty get better training once they have settled in. ITL handles mentoring of new faculty and the library has subject specialists to help faculty with professional development. John felt a best practices guide should be put together for new faculty and it should be presented in a meeting not just posted to a website. Laura will touch base with Becky, Bill and Rex to discuss this matter.
	John indicated that the university will be losing about one third of its faculty over the next few years due to retirement. This topic should be put on the agenda for the academic committee for future discussion.

STUDENT TECHNOLOGY
SUBCOMMITTEE UPDATE

DISCUSSION	The subcommittee met on November 7 and workgroups were assigned. Laura will check availability on scheduling another meeting.

ADVISORY PROJECT MANAGEMENT
COMMITTEE

DISCUSSION	Aimee reported that she will be attending her first meeting in December. Suzanne will give Aimee a report on the upcoming projects to be discussed at the meeting.

ELLUMINATE PRODUCT

| | Laura indicates that Jim felt this matter should go to Faculty Senate or a subgroup. This will be discussed at the next meeting. John felt there was a need for desktop video conferencing for faculty. Stewart indicated that he felt it was good to have faculty representation but the Faculty Senate should not take charge. John said that vendors are willing to come to the University to provide demos for the faculty. Stewart will bring this matter up to the CCTC, a technology subcommittee of the Faculty Senate, at an upcoming meeting and see if he can get some volunteers to view the products. |

UNIVERSITY COUNCIL BY-LAWS

DISCUSSION	Laura reported one issue that changed in the by-laws relating to determining quorum. It will be suggested to change wording from "majority of voting members" to "majority of filled members."

OTHER BUSINESS

DISCUSSION	Springboard was changed to load new employees as long as they are instructor of record. The beginning of the semester effective date was removed. This changed

	went into effect Spring 2012. Zip Essentials for new employees is being handed out with new employee paper work. John reported that they developed an online course evaluation that is currently linked to student IDs. The English Department requested to use the online form. John will be getting more information out to faculty and deans about online evaluations.

MEETING DATES

DISCUSSION	The next meeting of the Committee will be December 18 at 2:30 pm in Leigh Hall room 414.

University Council Technology Standing Committee

MINUTES   DECEMBER 18, 2012   2:30 PM

MEETING CALLED BY	Laura Spray, Chair
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	Members Present: Linda Barrett, Mary Hardin, E. Stewart Moritz, Phyllis O'Connor, Alvaro Rodriquez, Jim Sage, Anthony Serpette, Alicja Sochacka, Laura Spray, Suzanne Testerman Guests: Margaret Canzonetta (recording secretary), John Savery Absent with notice: Aimee DeChambeau, Chris Kuhn

Agenda Topics

CALL TO ORDER

DISCUSSION	Laura Spray called the meeting to order. The November 27, 2012 meeting minutes were approved with no changes. The minutes have been posted on the UC SharePoint site. Next, the Committee's newest member, Anthony Serpette, representing SEAC, was introduced to the Committee.

ACADEMIC TECHNOLOGY SUB-COMMITTEE UPDATE

DISCUSSION	John reported that he received 295 responses to the survey. He has given the survey results to Sabrina Andrews to assess. There were no real surprises.

ELLUMINATE

DISCUSSION	The Elluminate license is up for renewal, and John has not yet received a price on renewing the agreement. There are currently 12,000 unique users. They are still looking at different video conferencing systems to determine which system best meets the University's needs.

CCTC COMMITTEE OF FACULTY SENATE

DISCUSSION	Jim suggested that the IT standing committee should decide if CCTC is duplicative with the committee's efforts and report back to the UC Steering Committee. Stewart indicated that he did not think there was duplication in the two committees, that the CCTC's role is more academic and accreditation. Jim liked the idea of asking the faculty senate what they want from the IT standing committee. Jim questioned whether it makes sense to go to CCTC and Senate and move it out

	of the Council and back to the Senate? Stewart indicated that people volunteer for the CCTC committee as opposed to someone appointing representation of all areas like the University Council. The Committee questioned whether there are separate charges for the committees and does CCTC make any reports to the Faculty Senate. Stewart indicated that the committee gives advice on academic issues to the Senate. Jim said that both committees should have buy in, for example, with the current video conferencing program. It was suggested that the CCTC committee members be invited to the standing committee's next meeting.

ON-BOARDING OF NEW FACULTY

DISCUSSION	It was reported that Becky Hoover will be working with the on-boarding of new faculty.

STUDENT TECHNOLOGY SUB
COMMITTEES

DISCUSSION	Laura reported that the committees have not yet scheduled meetings but will be doing so in the month of January.

ADVISORY PROJECT MANAGEMENT
COMMITTEE

DISCUSSION	Aimee is absent with notice from today's meeting and therefore unable to give an update. It was reported by Phyllis that Aimee has meet with John Corby and will meet with her again in January.

UNIVERSITY COUNCIL BY-LAWS

DISCUSSION	Laura asked the Committee's thoughts on whether VPs should be voting members of the University Council Steering and standing committees. Phyllis commented that it cannot be both but it makes sense procedurally for VPs to have a vote. John felt that VPs should have one vote. Jim indicated that there has always been a majority vote and if not, it would go to the president or provost. If anyone has any further comments or questions, please talk to Laura.

OTHER BUSINESS

DISCUSSION	John reported that Springboard was upgraded to 10.1 – mostly changing the interface and that he does not anticipate any horrific problems. Several changes that faculty members have requested have been included in the upgrade. Support will be provided to faculty during the holiday break. Jim indicated that they are working on the online content and delivery with the online component. Rex Ramsier and the Provost are working with the deans and faculty. They are also doing market research and the curriculum review committee will need to look at it for approval and delivery.

	Jim also reported that there will be a social media boot camp which will teach people how to listen to social media tools. John informed the committee about an upcoming webinar on January 22 – MOOC For the Rest of Us. Mary expressed concern about the lack of AV updates to more classrooms. She has heard many complaints. John indicated that with budget cuts, there is no money to build new rooms. The Sasaki plan is looking at different buildings. Jim would like to see a list of rooms that need to be done yet. There are ways to do the rooms on a less costly basis to make them tech enabled. The tracking of delivery of mobile carts would be a good way to determine what rooms need upgraded. What about the rooms we do not know about – some not on the books, not scheduled?

MEETING DATES

DISCUSSION	The next meeting of the Committee will be January 24, 2013 at 2:30 pm in Leigh Hall room 413.