

# Information Technology Committee

## Minutes

Meeting in	Date	Time
BTSU 314	Wednesday, 9/02/2009	10:30 am – 11:50 am

<b>Purpose</b>	Monthly ITC meeting
<b>Chair</b>	Dr. Elaine Lillios
<b>Secretary</b>	Bonnie Mitchell
<b>Members Present</b>	Lona Leck, Kathy Dean, Susannah Cleveland, Kyle Crawford, Lan Li, Julie Hamann, Deb Wells, Elaine Lillios, Andy Schocket, Christopher Rump, Dan Madigan
<b>Others Present</b>	
<b>Members Absent</b>	Kim Turner-Young, Brian Rellinger, Bruce Petryshak, Cindy Fuller, Residence Life representative, undergraduate and graduate student representative

### Agenda topics

#### 1. Minutes

<b>Discussion</b>	Minutes for the 8/12/09 meeting were circulated via email prior to the meeting.		
<b>Conclusion</b>	Schocket moved to approve the minutes and Dean seconded. All members present were in favor. Minutes approved.		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
None.			

#### 2. ITS Report

<b>Discussion</b>	<p><b>Print Management</b></p> <p>Wells reported that four Print Management vendors gave presentations and two remain to present. ITS hopes to select a vendor by the end of next week. The Graduate College, College of Technology, and Firelands will be part of the pilot project to test the new print management system. Brian Rellinger is the lead on this project.</p>
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	<p><b>Computer Replacement</b> The Computer Lab upgrades are completed. Information about new upgrades is posted on the CIO website.</p> <p>In regards to the faculty/staff desktop refresh, the Dell desktop machines have shipped but the laptops have not been shipped. The Macintosh computers should be on their way. By the first of October, the desktop refresh should be complete.</p> <p><b>Personnel</b> ITS will hire three additional TSS (Tech Support Specialists) this fall. They also have two postings for Special Project Managers and two openings for Application Architects. The Application Architects will be working with the PeopleSoft system. ITS will interview thirteen people total.</p> <p>Dean asked about the wireless classrooms in Olscamp. Wells says ITS is working to add additional access points in the classroom. These classrooms are used for the GSW laptop-required classes. Classes started last week and some labs had problems with net access.</p>				
Conclusion					
Action items	<table border="1"> <thead> <tr> <th data-bbox="1024 1052 1357 1087">Person responsible</th> <th data-bbox="1357 1052 1546 1087">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="1024 1087 1357 1121">None.</td> <td data-bbox="1357 1087 1546 1121"></td> </tr> </tbody> </table>	Person responsible	Deadline	None.	
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None.					

### 3. Learning Management System Subcommittee Report

Discussion	<p>The Learning Management Systems Subcommittee still has 2 at large members. They will need an At Large member from the ITC.</p> <p>Rump discussed the mission of the LMS subcommittee. Madigan stated that there have been difficulties experienced by teachers that have tried to align the existing LMS with their pedagogy.</p> <p>Madigan reported that Blackboard just bought the Angel LMS. It was noted that we do not have all of the functionality of BB implemented on our campus.</p> <p>The LMS subcommittee should gather input from the users of a LMS. They should consider online learning when looking at LMS solutions. COBL is involved in the LMS Subcommittee but we really need to make sure faculty are being adequately represented.</p> <p>The LMS subcommittee should address the following questions: Do we need</p>
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	<p>to add more Blackboard modules, or do we need to move to a new system? Then the LMS subcommittee should consider the relationship of the LMS to Eportfolio. Should they be individual systems or incorporated as one?</p> <p>Lillios suggested that Anthony Fontana be part of the LMS because he can represent the College of Arts and Sciences since he teaches in Art. Crawford stated that Madigan represents Arts and Sciences. Mitchell stated that A&amp;S should have more representation because they are so diverse. The LMS subcommittee only has 3 faculty, and 4 non-faculty so adding Fontana increases it to four faculty. The subcommittee still needs to add 1 student.</p> <p>It was questioned why COBL had two representatives when some colleges were not represented and a college as diverse as the College of Arts and Sciences only had one representative. Rump stated that COBL wanted to be involved because it is their job to work with LMS. It was noted that COBL agreed to be part of the subcommittee provided they had two representatives. Mitchell suggested that we go back to the drawing board and re-address the constitution of the LMS subcommittee. Lillios suggested that the LMS subcommittee move forward and finalize their selection of members and start to meet rather than loose time by dealing with a readjustment of the membership constitution. Madigan stated that the membership of this subcommittee should represent the various users of the system.</p> <p>Madigan put forth a motion to allow Fontana to join the LMS subcommittee. Schocket seconded the motion. All were in favor.</p>		
<b>Conclusion</b>	Fontana will be asked to join the LMS subcommittee		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
None.			

#### 4. ITC Business

<b>Discussion</b>	<p>Lillios reviewed the ITC attendance policy. Members are responsible for attending all meetings or sending a representative.</p> <p>Throughout the year the first Wednesday of the month will be the full ITC meeting and the second Wednesday will be for the subcommittee meetings.</p> <p>The ITC listserv is <a href="mailto:ITC@lists.bgsu.edu">ITC@lists.bgsu.edu</a>. The ITC has a blackboard community and an email address: <a href="mailto:itc@bgsu.edu">itc@bgsu.edu</a>.</p> <p>Suggested Fall ITC subcommittees:</p>
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**Communications subcommittee**  
**IT survey subcommittee**  
**LMS subcommittee**  
**Tech Trends subcommittee**  
**Hardware support subcommittee**

We also need an **Academic Software Advisory Committee representative**

Mitchell stated that hardware support may not need to be a whole subcommittee. Schocket stated that the survey might be part of the Communications subcommittee. Schocket suggested that we have two different communications committees: outgoing and incoming communications. Lillios noted that there are a lot of issues involved in hardware and software support and it may require direct attention via a subcommittee.

Mitchell stated that the name should be changed from survey subcommittee to something else that would broaden the mission of the subcommittee to focus on obtaining feedback from the university community. This might take the form of holding open forums to surveys to round table discussions, etc.

Dean asked about the problem of purchasing hardware, software and peripherals. Madigan suggested removing the middle-man (the bureaucracy) because there are hidden costs of the additional personal needed to approve purchase requests. Schocket suggested the hardware support subcommittee should deal with this issue. Madigan suggests that this subcommittee should also address the issue of workflow.

In regards to projects that the subcommittees should take on, Madigan stated that we should take on projects that we have a chance of succeeding at.

Cleveland stated that we do not have the power to implement many suggested changes, but ITS does. Madigan and Mitchell stated that the ITC is an advisory committee and we need to do the research in regards to what is needed and present it to ITS rather than focus on implementation. Lillios stated that the subcommittee should be a watch dog and also disseminate information.

In regards to the Communications subcommittee, we need to focus on how to communicate information more effectively to the university community. Lillios suggested that ITS develop an RSS feed for specific items like Blackboard changes and issues. An example was given in regards to a problem that many faculty experienced with compatibility issues between Blackboard and Safari. Mitchell stated that products need to be tested on all browsers and on all platforms and the university should purchase products that are compatible with all platforms and browsers.

	<p>Lillios stated that some issues are caused by the vendor and others are caused by how ITS implemented the product.</p> <p>In regards to the issues that ITC might deal with, Lillios will talk to ITS about possibilities and report back. A new list will be drafted and posted on the Blackboard community page.</p> <p>Mitchell noted that the TechTrends subcommittee needs to revise the application for the grant and also review the applications. There needs to be feedback to the applicants and publicity in regards to the events sponsored. We need to do better at being involved in the events and Mitchell suggested sending at least one ITC representatives to the events. It was clarified that the Tech Trend series was primarily to assist with travel support to bring in off campus speakers and workshop coordinators. The criteria for the Tech Trends grant is posted online.</p>		
<b>Conclusion</b>			
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
None.			

#### 5. Next meeting

Place	Date	Time
<p>The full ITC will meet September 16 to discuss the constitution of the subcommittees.</p> <p>10:30 – 11:50 Location 314 BTSU</p>	Sept. 16, 2009	10:30-11:50am

#### 6. Adjourn Meeting

<p>Cleveland moved to adjourn and Schocket seconded.</p> <p>All members present were in favor.</p>		