

Information Technology Committee

Minutes

Meeting in	Date	Time
BTSU 314	Wednesday, 9/16/2009	10:30 am – 11:50 am

Purpose	Monthly ITC meeting
Chair	Dr. Elaine Lillios
Secretary	Bonnie Mitchell
Members Present	Susannah Cleveland, Kathy Dean, Lona Leck, Lan Li, Elaine Lillios, Bonnie Mitchell, Andy Schocket, Christopher Rump, Dan Madigan, Kim Turner-Young, Cindy Fuller, Kendra Rowe, Deb Wells, Kyle Crawford.
Others Present	
Members Absent	Brian Rellinger, Bruce Petryshak, Julie Hamann and undergraduate, graduate and Committee on Committee representatives.

Agenda topics

1. Minutes

Discussion	Minutes for the 9/2/09 meeting were circulated via email prior to the meeting. Amendments were received via email and incorporated.		
Conclusion	Schocket moved to approve the minutes and Madigan seconded. All members present were in favor. Minutes approved.		
Action items	Person responsible	Deadline	
None.			

2. Subcommittee Discussion

Discussion	<p>ITC Subcommittee Discussion</p> <p>Lillios stated that the goal of this meeting was to decide upon the members of the ITC subcommittees. Each subcommittee needed to discuss their goals and objectives, meeting times (if different from the allocated time on the third Wed. of the month), and appoint a key person that reports back to the ITC committee.</p>
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Possible subcommittees were:

- Survey
- Tech Trends
- Communications
- Hardware
- Learning Management subcommittee already is in place

Mitchell recommended that the Hardware Subcommittee be broadened to include all IT support issues.

Schocket made a motion for the ITC to have a Survey, Communications, Tech Trends and LMS subcommittee during the 2009-10 school year. Turner-Young seconded it. Discussion ensued: Mitchell mentioned that there were many issues related to hardware support on the old survey and they should still be addressed. ITS is aware of the issues on the survey and some have already been resolved. The survey is over 2 years old. Turner-Young stated that it was time for a new survey because the last survey included only general questions. The last formal survey was administered in 2004-05.

Vote on the motion: All members present were in favor of having only the Communication, Tech Trends and Survey in addition to the LMS subcommittees.

Each new subcommittee must have:

- Objectives or goals
- Leader or chair
- Secretary to take notes
- Monthly reports to the full ITC

Leck asked if there would be a time limit for reports. Lillios suggested keeping the reports succinct and items that need discussion should be under new business.

Subcommittee membership and notes:

Learning Management Systems

Members:

- Christopher Rump
- Lan Li
- Madigan
- 1 undergraduate student

The LMS subcommittee is chaired by Chris Rump.

Survey Subcommittee

Members:

Kathy Dean
Kyle Crawford
Andy Schocket
Kendra Rowe
Bill Knight – should be added to the subcommittee

The survey should be distributed by November and we should receive feedback from participants by end of fall semester finals week. The subcommittee should review the data in the spring and begin to take action. They need to look at the old survey from 2 and 5 years ago.

The goal should be to develop a core set of questions so ITC can do a survey each year and add and subtract questions easily as needed. The core questions should be developed so that they can be used for many years.

Response rates is a problem so we might need to provide incentives to attract participants.

Rowe stated that there are other surveys being distributed so we should not use the same questions in multiple surveys. Mitchell stated that there is no way to tell if they filled out other surveys so we would need to keep essential questions on the ITC survey.

Communication Subcommittee

Members:

Susannah Cleveland
Cindy Fuller
Kim Turner-Young
Julie Hamann

This subcommittee should create a list of how ITS communicates with the community. They should look at the minutes of the first subcommittee meeting last year.

Mitchell asked if the subcommittee should develop the communication policies and procedures or implement the actual communication. Lillios stated that the subcommittee should focus on both. This subcommittee might focus on communication to and from the university community and also work with ITC to help communicate information from ITC to community. The subcommittee should also assess the effectiveness of current communication with the university community.

	<p>A few additional things that should be looked at:</p> <p style="padding-left: 40px;">The Student Enrollment Communication Center (SECC) Customer Service Modules Adult Learner Services</p> <p>Tech Trends Subcommittee Members: Bonnie Mitchell Lona Leck Grad student Rep from Committee on Committees</p> <p>This subcommittee should revise the application and criteria of the Tech Trends grant and work with the Communication Subcommittee to advertise the grant opportunity to the community. The Tech Trends subcommittee will need to review the applications, communicate with the applicants, and handle all acceptances and denials.</p> <p>This subcommittee will also need to deal with the logistics of applications and obtain budget information from the applicants. Once the grants have been awarded, they need to work with the awardees to advertise the events. After the event occurs, they need to get information about the event and document it on the website. In regards to assessment of the event, there should be other criteria besides number of attendees. We should develop a survey to give to attendees to evaluate the event.</p> <p>Rump suggested to add the new graduate student to the Tech Trends committee and add the undergraduate student to the LMS subcommittee.</p>		
Conclusion			
Action items	Person responsible	Deadline	
None.			

3. Next meeting

Place	Date	Time
The full ITC will meet October. 10:30 – 11:50 Location 314 BTSU	Oct. 7, 2009	10:30- 11:50am

4. Adjourn Meeting

Dean moved to adjourn and Schocket seconded. All members present were in favor.		
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