

# Information Technology Committee

## Minutes

Meeting in	Date	Time
BTSU 314	Wednesday, 10/07/2009	10:30 – 11:50 am

<b>Purpose</b>	Monthly ITC meeting
<b>Chair</b>	Dr. Elaine Lillios
<b>Secretary</b>	Bonnie Mitchell
<b>Members Present</b>	Susannah Cleveland, Kyle Crawford, Kathy Dean, Lona Leck, Lan Li, Elaine Lillios, Dan Madigan, Bonnie Mitchell, Christopher Rump, Andy Schocket, Joe Schreuder, Hassan Souleyman, Kim Turner-Young,
<b>Others Present</b>	Cindy Fuller, Bruce Petryshak, Deb Wells
<b>Members Absent</b>	Julie Hamann, Kendra Rowe, undergraduate representative.

### Agenda topics

#### 1. Minutes

<b>Discussion</b>	Minutes for the 9/16/09 meeting were circulated via email prior to the meeting. Amendments were received via email and incorporated.		
<b>Conclusion</b>	Dean moved to approve the minutes and Turner-Young 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>Printing Project</b></p> <p>Petryshak reported that the idea behind the Print Project is that rather than buying the equipment we pay for printing services. This initiative will constitute substantial savings for the university and allow us to consolidate resources such as printing and faxing. ITS will hold town hall meetings and round table discussions to inform the university community about the project. ITS will go to each department and talk about their printing needs. A select group will pilot the project before it is fully implemented.</p>
-------------------	---

Rump asked how this initiative affects personal office printers. Petryshak stated that we should be migrating away from personal printers and using shared resources unless the cost of purchasing and maintaining the printer is covered by a grant.

ITS will be working out a cost model for student printing. Students will be able to print a certain number of pages free then they would pay for any printing beyond that. The printing project will not effect special printing needs such as large format or plotting.

The university network printers in the labs output 45 to 50 million pages last year. If you add other printing on campus to that, the university printed approximately 75 million pages last year.

The goal for full implementation of the project is summer 2010. 80% of the printing, copying and faxing equipment is more than four to five years old. This initiative means the university will have no capital investment in equipment. The project will also include photo and color copying services.

Madigan asked if the cost of printing has gone up over the past year? ITS stated that they have not tracked the changes over the last few years. They recently took a 5 day snapshot of university printing usage. In 5 days there were 1.5 million copies/prints made. Sometimes students print whole books. With the new system, we will be getting single devices that will cover many services such as fax, printing, etc. We will receive web-based reports that provide feedback on how much printing is occurring in each office. Currently there is 50% – 70% percent waste in labs. This new initiative will help eliminate waste. Many faculty members buy their own printers through grants. It is all right for grants to fund personal printers but when the grants expire, the printers should migrate to the new system.

### **Constituent Resource Management (CRM)**

This project will focus on enrollment goals such as retention and student communication. We will see more happening with this project over the next several months.

### **PeopleSoft release 9**

The PeopleSoft HCM CSS v.9.0 upgrade is being planned for an October 2010 implementation.

### **Identity Management Project**

ITS is still working on the identity management system. There is no timeline for implementation yet. The original purchase of software was in conjunction with other universities. Eventually our login will enable us to

<p>access OLN resources. We will need to adhere to a unified set of standards so that we can interact with other university's resources.</p> <p><b>Registering for Benefits (Benefits Administration)</b></p> <p>There are new web-based services that provide self-services for benefits administration. New faculty will be able to use it in January and it will be available to all faculty and staff next academic year.</p> <p><b>Ticketmaster USA</b></p> <p>The university used Ticketmaster for people to purchase tickets to the basketball game last week. Using Ticketmaster will increase the exposure of our events to the world. ITS is planning to use Ticketmaster for all sports events by late spring next year. Over the next few years they will be rolling out new features such as printing your own tickets. People can still buy tickets at box office. Madigan stated that Ticketmaster costs the buyer more to purchase a ticket and currently tickets are typically cheaper for students. How will students be affected? Petryshak stated that the Ticketmaster convenience fee is based on a percentage. Because our prices are lower than most tickets on Ticketmaster, the fee will not be very high. Students can choose how they get their tickets – online or at the door.</p>		
<b>Conclusion</b>		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
None.		

### 3. Subcommittee Reports

<b>Discussion</b>	<p><b>Communications Subcommittee Report</b></p> <p>The Communications subcommittee will meet at the regular time (every other Wed.) and they have four main goals.</p> <ol style="list-style-type: none"> <li>1) Generate a list of methods ITS uses to communicate to the community.</li> <li>2) Discuss how people can communicate better with ITS. <ul style="list-style-type: none"> <li>SECC might be able to help share information.</li> </ul> </li> <li>3) Discuss better methods of communicating with Firelands.</li> <li>4) Figure out the best way to promote and communicate about events.</li> </ol> <p><b>Learning Management Systems</b></p> <p>They have not set up a meeting time because COBL and CTL have not</p>
-------------------	--

responded. Last year Frizado did the initial correspondence with COBL and CTL and they appeared to be interested in being involved. A Wiki is set up and members have been invited. LMS wants to work with the Survey Subcommittee to get the university community's feedback on learning management systems.

### **Survey Subcommittee**

The Survey Subcommittee looked at surveys from 2004 and realized that there were different surveys for different populations and over 100 questions. With the new survey, the subcommittee will use SNAP and have a central bank of questions and the survey will be more condensed. The community may have already been asked survey questions in other areas. The subcommittee will talk to Bill Knight since he is actively involved in many university surveys. For reference the subcommittee will look for surveys that other institutions have already done. They may also be able to compare our data to that of other institutions. Lillios stated that ITS would like to keep the survey short and the Survey Subcommittee should focus on 4-5 goals of what they would like to get out of the results.

The CIO agreed to provide an incentive to encourage people to do the survey.

### **Tech Trend Subcommittee**

There are two new members added to the subcommittee, Joe Schreuder and Hassan Souleyman. The Tech Trends subcommittee has 15 goals and so far they have accomplished 4.5 of them. Key items the subcommittee will address: better documentation, accountability, budget dispersal, marketing of events, and feedback on events.

The Tech Trends application form has been modified. There is an additional area for budget information. The submission and review deadlines are set for once a month through Feb.

It was suggested that the subcommittee specify that the event must occur in this academic year because we do not know if the funding is available for next academic year. It was noted that if you want people to plan ahead you must allow them to submit an application in spring for events happening in the following fall. It was suggested that an additional April deadline is added for fall events. The form will be entirely web-based.

Some suggestions for change to the document: Change wording to: "Brief description of event" – limit the word count. Add something about the potential relevance to the local and university community. Ask the applicant to tell us why it is important to bring in the lecturer. List the detailed expenses and add a third column with the total expenses. Ask applicants what the plan is for promotion and advertising. It was suggested that we require awardees to distribute a survey to attendees and also fill out a post-

	<p>event report.</p> <p>Schocket made a motion to approve the new Tech Trends document and application with the suggested changes. Madigan seconded the motion and all were in favor. Motion passed.</p> <p>Petryshak stated that approximately \$8000 will be made available for the 2009-2010 year but if there was a proposal submitted to bring in an expensive key figure in the field then we can renegotiate the funding.</p>		
<b>Conclusion</b>			
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
None.			

#### 4. New Business

<b>Discussion</b>	<p>Cindy Fuller announced that October was Security Awareness Month. On October 21, ITS will bring in two FBI agents to talk about identity theft. ITC members should forward information about this event to their constituent groups.</p> <p>Lillios will be posting an update to the past survey responses onto Blackboard.</p> <p>Madigan asked about Atomic Learning. ITS has statistics that show that it is used extensively. It was suggested that it should be advertised more. ITS recently reevaluated it and decided that it is still worthwhile to continue our license.</p> <p>It was suggested that the Communication Subcommittee should advertize BGEZ. This is a landing page that has all the links to important pages that a student may need. BGEZ does not have a link to Atomic Learning though.</p>		
<b>Conclusion</b>			
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
None.			

#### 3. Next meeting

Place	Date	Time
The full ITC will meet November. 10:30 – 11:50 Location 314 BTSU	Nov. 4, 2009	10:30- 11:50am

#### 4. Adjourn Meeting

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

