

Attendees:

Area	Name	Status	Area	Name	Status	
Academic Affairs	John Pelissero	In Attendance	Student Development	Rob Kelly	In Attendance	
Advancement	Jon Heintzelman	In Attendance	Guests:			
Facilities	Phil Kosiba	Absent		Academic Affairs	Carol Scheidenhelm	In Attendance
Finance	Bill Laird	In Attendance		ITS	Bruce Montes	In Attendance
Human Resources	Tom Kelly	In Attendance		ITS	Kevin Smith	In Attendance
ITS/Facilitator	Susan Malisch	Absent		ITS	Yolanda Neal	In Attendance
ITS/Facilitator	Jim Sibenaller	In Attendance				

Welcome, Meeting Purpose & Agenda

The meeting commenced at 3:00 PM with a review of the agenda and introduction of guests. The minutes from the February 25th meeting were reviewed and approved as written.

Blackboard Upgrade

The Academic Technology Committee (ATC) has reviewed Blackboard 9.1 just released in April. Blackboard 9.1 is radically different than the currently version 8.0.4. While there are a number of new nice features, none are critical to us at this time. We are in the second year of a three year contract with Blackboard.

The ATC recommends the upgrade but suggests the upgrade is deferred to a future date to allow for appropriate time to prepare and train faculty on the new functionality. The ideal time would be next Spring so that testing could occur during Summer courses with a full launch in Fall 2011. In advance of the upgrade, workshops will be available and deans will be offered workshops for individual departments.

The steering committee agreed with the recommendation.

Mobile Application Update

The Technology Advisory Committee (TAC) was created to research various solutions for mobile applications and there seems to be consistent interest from students and many departments to make more services available via mobile devices.

After reviewing a number of options, the TAC recommends the Blackboard Mobile Central and Learn which offers a “anytime, anywhere, any device” delivery method that includes access to the course management system as well as a delivery mechanism for public applications and authenticated applications. Given that student demand is driving this service, it was recommended that this initiative be funded from the student technology fee.

It is estimated to be about a three month process to make the initial applications available with the goal being to make many public applications available by the start of school. There may be a need to bring in outside help to complete the project by the end of summer.

The steering committee approved the recommendation to move forward with Blackboard Mobile Central and Learn with funding from the student technology fee.

Student Technology Fee Review

In order to apply a consistent set of criteria against the student technology fee budget, ITS developed a proposal for allocating the costs of various student-related technology elements to the student technology fee.

In this proposed framework, items could be funded by the tech fee in increments of 0%, 25%, 50%, 75% and 100% based on the level of direct services the items provide to students. Noted examples of enhanced support/services included mobile apps, WTC digital media lab and a distributed antenna system (DAS) for wireless.

There was discussion about the purpose of the tech fee and whether the tech fee budget should increase the IT support/services for students or cover the cost of existing support/services? We believe it does both.

Task: Susan to review strategy with Bill.

Proposed Revisions to Quarterly Reporting

Per the discussion at the last ITESC meeting, the ITS quarterly status reports and quarterly functional meeting schedule was reviewed. (The quarterly meeting schedule had been discontinued over the last 12-18 months as the committee members felt it was no longer necessary.) All agreed with continuing the quarterly status report and adding at least one annual meeting with the functional areas to conduct focused discussions on projects pertaining to that group.

Human Resources and Finance agreed they would like one joint functional meeting annually. Academic Affairs suggested a second meeting to include the Council of Deans in addition to their functional meeting. *Task: Coordinate and schedule meetings with functional areas.*

Other

Jim gave each member an encrypted USB device. The device is password protected with a default password provided. Passwords should be changed immediately. Paper instructions were distributed. All data stewards have an encrypted USB for use in their role. *Task: Jim will email instructions for changing the USB device password.*

Next meeting is scheduled for May 27th.

The meeting adjourned at 4:30 pm.