

# University Council Technology Standing Committee

Minutes

January 13, 2014

2:00 pm

MEETING CALLED BY	Mary Hardin, Chair
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Mary Hardin, Chair
NOTE TAKER	Margaret Canzonetta
ATTENDEES	<p>Members Present: Linda Barrett, Aimee DeChambeau, Mary Hardin, Chris Kuhn, Gene Marchand, Phyllis O'Connor, Alvaro Rodriguez, Jim Sage, Anthony Serpette, Kashyap Gaglani</p> <p>Guests: Dr. John Savery, Dr. Scott Randby, Margaret Canzonetta</p> <p>Absent with notice: Stewart Moritz, Suzanne Testerman</p> <p>Absent without notice: Beau Gannon</p>

## Agenda topics

### CALL TO ORDER

DISCUSSION	Mary Hardin called the meeting to order. The October 29, 2013 meeting minutes will be sent to members at a later date.
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### University Council Issue Brief: Internet Connectivity (IB57)

DISCUSSION	<p>Jim prepared a response to the issue brief that was received by the Committee. He asked the committee members to look over the document and give him any changes. Mary will get the final version and present it to the University Council Steering Committee.</p> <p>Jim described the network problems that happened in the fall. There was an issue with people taking IP addresses with them when they moved, the flooding of network traffic at Quaker, and firewalls failing, all of which impacted the whole network. They no longer allow people to take IP addresses with them, but the other problems are still there. They are engaging a third party to put in a real dmz so protected resources are</p>
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not available, and look at all the network configurations and do a wireless assessment. They also want to hire a certified network engineer. Kathie Ruther is planning to retire so that position will also need to be filled. Mary commented that the upgrades need to be sustainable and questioned whether there will be any problems budgeting money for the project. Jim indicated that it is not going to be easy and he thinks the price will probably go up. He is meeting with Dr. Sherman and Dave Cummins and he is not sure how it will get funded. We may have to increase the technology fee, and start charging seniors. Aimee asked how these types of policies get changed. Jim indicated that it is not a policy but more of a practice. This committee should make a recommendation.

**CCTC - updates on desktop video conferencing**

<b>DISCUSSION</b>	<p>Scott reported that the committee had a plan, they met with two vendors who submitted responses to the rfp and no one on the committee was happy with either company. The committee plans to meet again to reassess what they are going to do. While on the holiday break, he came across a few other possibilities to review. Mary asked whether we know why Webex did not respond to the rfp. John indicated that Cisco does not deal directly but uses a gold provider. They could not submit an rfp directly. We would need to do a full rfp for gold providers. The Cisco vendor did not submit again. Jim indicated that IT put a \$100,000 placeholder in the tech fees budget for Webex if they want it. The committee can use all or as much as they want from the \$100,000. Scott found another possibility with “Big Blue Button” which is not as expensive; there are more possibilities besides Webex. Aimee questioned whether anyone from Nursing is on the committee? She wanted to make sure the right people who made comments early on in the process are included with the testing. Scott believed someone from nursing is on the committee.</p>
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**Lab Project Proposal**

<b>DISCUSSION</b>	<p>Gene and Phyllis reviewed the availability of labs on campus. Phyllis indicated that they had a short meeting, talked about lab stats, and she was impressed with the packages already available. She believed the issue can be addressed. The library laptops cannot be included but they are not going to start with looking at all labs, but limiting the pilot to just open labs that are not restricted to a certain department. They will be encouraging the use of virtual labs but she is not sure students really know about the virtual labs. Maybe they should be used as a last resort. She wondered what students think about the labs. Chris commented that it would be nice to have 24 hr. labs that can be accessed by card. John indicated that they had this in the past and people liked it. Gene will be looking at virtual labs for licenses. Everyone should give</p>
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	their comments to Phyllis and Gene. They will try to put a plan together this semester.
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**Update on online course evaluations**

<b>DISCUSSION</b>	John reported that he is doing research on the evaluation tools. We are already using Qualtrics and they have a product they would license to us. John Kelley is working on a report and is close to creating a comparable product. The faculty are concerned about the low response rate with online responses. Faculty performance response rate do not increase and they get the same average number. Miami is doing a pilot looking at the response rate. They have a 65% rate. Faculty senate is looking at the pros and cons of total online course evaluations. Those using online evaluations received all of their responses. Those using paper copies have not received anything. John will be putting together a report and Scott will be approaching the faculty senate. The trend lines are very clear with response rate - 50/50 online and paper.
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**Meeting Schedule**

<b>DISCUSSION</b>	The committee decided that the third Monday of each month at 3 pm works better for everyone's schedules. The next meeting will be January 28, 2014 at 3 pm.
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# University Council Technology Standing Committee

**Minutes**                      **March 24, 2014**                      **2:00 pm**

<b>MEETING CALLED BY</b>	Mary Hardin, Chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Mary Hardin, Chair
<b>NOTE TAKER</b>	Margaret Canzonetta
<b>ATTENDEES</b>	<p>Members Present: Aimee DeChambeau, Mary Hardin, Chris Kuhn, Gene Marchand, Stewart Moritz, Phyllis O'Connor, Jim Sage, Anthony Serpette,</p> <p>Guests: Dr. John Savery, Margaret Canzonetta</p> <p>Absent with notice: Linda Barrett, Kashyap Gaglani, Alvaro Rodriguez, Suzanne Testerman</p> <p>Absent without notice: Beau Gannon</p>

## Agenda topics

### Call to Order

<b>DISCUSSION</b>	Mary Hardin called the meeting to order. The February 24, 2014 meeting minutes were approved with changes.
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### Network Updates

<b>DISCUSSION</b>	<p>Jim reported that a purchase order has been issued for Intellinet. They are building a budget plan for phase I of wired assessment remediation, firewall and dmz. The rfp is being finalized for wireless in phase II and the same assessment and remediation will be done. They are looking at passive optic networks which can possibly reduce equipment and cost. We would be an early adopter of the new technology. A survey of concerns of faculty, staff and students will be conducted. The survey will be sent around to committee members for input. Anthony, Chris, Gene, Mary and Aimee agreed to help get the survey out by mid-April.</p>
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### Lab Project Proposal

<b>DISCUSSION</b>	Gene and Chris are working on a web portal. Most of the core structure is in place. They will send a link to committee members to get feedback. It is on track for rollout this fall.
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### Online form standardization

<b>DISCUSSION</b>	Anthony sent the link to everyone. He will probably work with training to prepare some tutorials.
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### BYOD/MDM Update

<b>DISCUSSION</b>	Gene reported that they were given the green light for new devices to come through his office. This is strictly a management tool for university devices. His team is focused on the SSCM update. Once he is done with that, they will let faculty/staff know they can enroll. Mary stated that she felt it was the committee's role to help people understand the necessity of enrolling. Jim suggested that an alternative to another laptop refresh could be a stipend to BYOD for faculty. It is too early to decide when this would happen and how often. The committee and CCTC need to figure this out.
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### Office 365

<b>DISCUSSION</b>	Sharepoint is up and running and production is being moved to the cloud. We are most likely not going to tackle 365 until next calendar year. BYOD strategy and Office 365 need to be dovetailed together. Gene will send out information to everyone about Office 365. ITS will be making it mandatory for 03 users to go to 10. Jim suggested that the committee come up with a documented desktop, software and hardware strategy and timeframe and he will share it with the appropriate people.
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### Online course evaluations

<b>DISCUSSION</b>	John reported that the faculty senate executive committee took the on-line evaluation recommendations under advisement. The Wayne campus is very interested in having online course evaluations. The use of on-line evaluations on mobile phones will be available in the spring. It has a better response rate. The committee should come up with suggestions to prompt students to respond. He will run it by the CCTC to get feedback.
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### **Desktop video conferencing**

<b>DISCUSSION</b>	John indicated that the proposal is sitting in purchasing. There is an issue with the subscription term. The program will be implemented as soon as the contract is signed. Training and support was discussed. John will put together a deployment plan for the committee's review.
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### **Committee objectives and action plans**

<b>DISCUSSION</b>	The committee needs to come up with action items to support the goals. It will be the focus of next month's meeting.
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### **Next meeting**

<b>DISCUSSION</b>	The next meeting is on Monday, April 21 at 2 pm.
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