

Technology Committee Meeting Minutes  
Wednesday March 28, 2012

The meeting was held in Rahall 103, and began at 3pm.

Members in attendance included: Dr. George Towers- Chair, Susie Lusk- Registrar's Office, Christie Lamb- Admissions, Bill Gravely- Housing, Amy Pitzer- Advancement, Dr. Jennifer Robinette- Beckley Center, Kevin Bennington- Div. of Fine Arts, Dr. Jessica Alexander- Div. of Social Science, Dr. Cindy Khanlarian- Div. of Business, Andrea Campbell- Div. of Education, Dr. Shani Salifu- Instructional Technologist, Kathy Mills- IT Services, Steve Meadows- IT Services, Sid Hatfield- IT Services, Jamie Boggs- IT Services, Delano Sweeney- IT Services, Tabatha Pack- IT Services, Guest: Bonnie Lynch, WVNET

- I. Meeting began with the distribution of minutes from the November 16, 2011 and March 7, 2012 meetings. One addition to the attendance was made on the Nov. 16<sup>th</sup> minutes. Motion was made to accept these minutes and passed unanimously.
- II. Introduction of new instructional technologist, Dr. Shani Salifu. Comments were made regarding his Introduction Session that was held today at 12pm, as well as his upcoming hands-on training sessions that begin on March 29.
- III. Hosting services at WVNET
  - a. Overview of schools that currently are hosted at WVNET as well as an overview of the advantages to being hosted.
    - i. Only 6 schools in the state NOT being hosted.
    - ii. Robust hardware, including a virtualized environment. Enterprise level hardware versus commodity hardware like we use.
    - iii. Support staff currently includes roughly 46 people. This includes 4 DBA's and 5 Functional Staff.
  - b. Questions from committee regarding the hosting of Banner and Blackboard.
    - i. Risks involved: Comparison was made that for 1 FTE employee we will have access to all needed hardware, software, functional and technical support staff, 24 hour help desk, no budgeting for hardware (they replace on 3-5 year cycle), redundancy.
    - ii. Clarification of help desk support was made. Faculty and students have access to this support 24/7 for basic support items. WVNET is looking to bring on an Instructional Technologist in the future. Most schools require faculty and students to call local help desk during hours, or before contacting WVNET.
    - iii. Enterprise infrastructure: CU doesn't have the resources to create the Enterprise infrastructure to run the enterprise applications that we have. WVNET does.
    - iv. Integration of Banner and Blackboard: The integration would allow Banner to populate Blackboard with enrollment as well as classes. Faculty could still manually override and put additional students in the course on BB.

- v. Cost of hosting.
  1. Mrs. Lynch reports that financials are still being looked at but preliminary figures are: Banner- \$51,000 Blackboard \$20,000. This does not include the licensing cost of either.
  2. The middle tier license for Banner will be lowered by 50%.
  3. Largest cost savings is in the hardware. All current hardware would be repurposed for other projects that would benefit the campus.
  4. Sungard- estimated at \$250,000/year for same services
  5. Blackboard- last estimate given was \$35,000 for year 1, \$20,000 every year after without integration between the two systems.
  6. WVNET is more familiar with our needs since they are in-state, whereas SunGard isn't. WVNET will also be hosting us for Degree Works, as well as Argos.
  7. B. Lynch responded that there would be no start up fees with their hosting service.
  8. All indications are that this is a net savings.
- vi. Raisers Edge:
  1. the company that owns Razors Edge will also host.
  2. S. Meadows pointed out that the outsourcing of BB allows more time for IT staff to work with software like Razors Edge.
  3. D. Sweeney pointed out that any current support we provide to Advancement for Razors Edge will still be in place.
- c. Determination was made that committee will meet again in 2 weeks to make a formal recommendation.

IV. Blackboard 9 start date

- a. A. Campbell reports that Div. of Education is split between 2<sup>nd</sup> summer term and fall term due to time constraints on migrating and developing courses. Now that training is available are more comfortable.
- b. J. Alexander reports that Div. of Social Science is comfortable with 2<sup>nd</sup> summer term, and possibly 1<sup>st</sup>. The exception is one faculty that would like to use it for a continuing course that lasts all summer.
- c. C. Khanlarian reports that Div. Business is ready immediately.
- d. Towers asked if there is enough support for a summer role out.
  - i. Dr. Salifu indicates that there is enough support for this role out.
  - ii. Dr. Salifu also reminded committee of the importance of the workshops in helping with this process.
    1. J. Alexander pointed out the overlap of training sessions with the Tuesday/Thursday classes. The sessions can be offered from 11am to 1pm.
  - iii. S. Meadows indicated that there are also resources available for students to prepare them.

- e. Recommendation is made to move to BB 9.1 as follows:
  - i. Graduate Summer Term- Use BB 8 for full summer and migrate to 9 in Fall
  - ii. 1<sup>st</sup> Summer Term- Optional for anyone who is ready
  - iii. 2<sup>nd</sup> Summer Term- Everyone teaching during this period on 9.1
  - iv. Fall 2012- Entire campus on BB 9.
- V. Future Discussion Items
  - a. Draft of the Technology Survey was distributed for review. Additions need made for some of the “dissatisfied” reasons. 5 are needed for each question. The draft survey will be emailed back out to the committee.
  - b. Centralized Technology purchasing
    - i. Brief history was given by Dr. Towers.
    - ii. Need to strive for consistency.
  - c. Emergency sub-committee of the Technology Committee
    - i. After BB outage it is apparent that we need a sub-committee of this committee that is activated during an emergency, as well as preparing for emergencies by discussing possible scenarios and how they should be handled.
    - ii. Next meeting we will discuss who should be on this sub-committee.
- VI. Discussion of CTO Position
  - a. Hiring committee has been created and consists of 9 people, 2 faculty, 2 classified staff, 2 non-classified staff, 2 students, and Chair.
  - b. Resumes are coming in. Already have about 14. Committee will hopefully meet soon to start reviewing.

Meeting was adjourned at 4:30 pm.

Minutes prepared by Kathy Mills.

Minutes approved at the April 11, 2012 meeting.