

Technology Committee Meeting 10/26/11

Members Present:

George Towers, Chair
Susan Cheek, Beckley Center
Christy Lamb, Admissions
Cindy Khanlarian, Division of Business
Sid Hatfield, IT Services
John Spencer, IT Services
Kathy Mills, IT Services
Jessica Alexander, Division of Social Sciences
Andrea Campbell, Division of Education and Human Performance
David Hill, Division of Natural Sciences

Privacy Policy in regard to Email: M. Campbell stated that CU being a state agency would have to respond to the WV Open Records Act and Freedom of Information Requests for contents of CU email. CU email is for business functions and users have NO expectation of Privacy. It should be noted that both the State of WV and CU uses outsourced email solutions for some areas. Discussion of referencing the Freedom of Information Act in the policy. General observations about the policy

- 1) Unusual for all 3 levels have to approve
- 2) Workaround if the 3 approval levels are subject of FOIA request
- 3) Change wording to President or Designee and provide for an if "conflict of interest" clause
- 4) Need to add information/language about:
 1. no expectation of privacy
 2. Process for request
- 5) Questions: Can a student request to see a faculty member's email?

Web Publishing procedure

- 1) Sections 3, 4, were renamed 5 was added presented after edits made
- 2) D. Hill wants to take back to division for comment.
- 3) G. Towers will email policy to committee members.

Discussion about the membership of the committee and the reporting structure ensued. We provide information to but do not report to in a subordinate way to the Faculty Senate. Direction is provided from the Dean's office. D. Hill clarified that the Faculty Senate is an Advisory Board and discussion of the meaning of "report" followed. M. Campbell posed the question on whether or not the language needed to be included in our definition. G. Towers stated the information will be included in the handbook.

Discussion ensued about which and what type of questions to ask on IT survey of campus users. D. Hill questioned the purpose of the survey.

Reports on Adobe Connect and the Instructional Technologist Position were provided to the committee.

The Helpdesk has been moved to the 3rd floor of Rahall into the office vacated by Robin Clevers. Hours have been extended to M-T 7:30AM – 8:00PM and Friday 7:30 AM – 4:00 PM.

M. Campbell thanked J. Spencer for his work on the reports such as the Board files.

IT Work Order Procedure

- 1) If it is an emergency, (e.g., classroom not functioning when your teaching or meeting cannot proceed) call the helpdesk @ x5291 from and on campus extension or 304.716.0054 from your cell phone.
- 2) If it is NOT time sensitive please use the work order system <http://workorder.concord.edu>

BHEC Technology

- 1) Bluefield State has hired a technician to support the BHEC center for 3 days a week.
- 2) CU will attempt to provide from its current staff of two technicians a technician for 2 days a week.
- 3) S Cheeks reported that Tom Cook and BSC check to see if they need anything while they are at the center.
- 4) The possibility of a dual boot system was discussed. One image for BSC and another for CU so that we can each change our image without impacting the other institution
- 5) Wireless was experiencing issues. It would appear that the BHEC needs another DHCP scope added to the building due to the number of wireless devices ie tablets phones etc.
- 6) CU IT provided RAM to upgrade teacher stations that needed it to try to alleviate some of the issues experienced by the faculty.
- 7) The current print card system was discussed. It is confusing and problematic.
- 8) CU will look at providing 3 printers to assist with these issues.
- 9) 9% of CU enrollment 100% at BHEC.
- 10) 10% @ BHEC and CU Athens.

Online Instructor Evaluation.

- 1) Need approximately a dozen to participate that teach multiple sections of a course and use one section as a face to face traditional (control) evaluation and the remaining section should try the online version.
- 2) Instructors will need instructions to give the students
- 3) The statistical integrity of using incentives for the students was discussed. The decision was to NOT use incentives for the pilot.

Next Meeting November 16, 2011

Minutes prepared by Steve Meadows. Minutes approved at the March 7, 2012 meeting.