

# Technology Committee Meeting Minutes, 9/26/12, page 1

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September 26, 2012

**Present:** C. Lamb (Admissions), S. Lusk (Registrar's Office), W. Hicks (Housing & Residence Life), J. Alexander (Social Sciences), M. Cork (SGA Representative), C. Shumate (Library), K. Bennington (Fine Arts), C. Elliott Technology Services), G. Towers (Administration), T. Philpott, (Student Affairs) Jennifer Robinette (Beckley Center), C. Khanlarian (Business Division).

The meeting began at 3:00 PM in Rahall 200.

**Minutes:** A review of the minutes of the September 12, 2012 meeting occurred. T. Philpott in the "Discussion Item" section noted one correction. The cost to WV Net by CU annually would be \$54,000 (mistakenly printed as \$524,000 in the minutes). Susie Lusk motioned that minutes be accepted with the one correction; motion was seconded by George Towers and passed by this committee.

**Action Items:** Review of requisition from Fine Arts for Mac Lab. Please note that this committee does not approve requisitions for purchasing. All requisitions must go through proper procedural channels. The cost is \$13,128.92 for Adobe CS6 Suite from Journey Ed. Motion was made by Terri Philpott to recommend the requisition of 18 licenses from Lee Brooks (Journey Ed) and to approve the dissemination of a campus survey to assess utilization of programs discussed (Adobe and SPSS) in order to determine if it is fiscally responsible to seek campus licenses as opposed to individual division/department purchases. Will Hicks seconded the motion. After no further discussion, motion passed unanimously.

**Discussion Items:** A survey has been completed by CU faculty, staff, and students to determine when it would be least intrusive for Technology Services to perform proposed maintenance updates (window times). The survey was completed by 182 individuals (faculty, staff, and students); the results show that an overwhelming majority of participants preferred Sunday mornings from 8:00 am to 11:00 am. The second choice would be 8:00 am to 11:00 am on Saturdays. Motion was made by Terri Philpott and seconded by Kevin Bennington to recommend to the cabinet that the maintenance window be routinely scheduled for Sunday from 8:00 am to 11:00 am on Sundays.

Recommendations regarding committee oversight pertaining to Banner Divisional/Departmental needs, Online Learning, LMS platforms. Dr. Towers recommended that the need for the formation of a committee to review consistency and standards for online learning be brought to the attention of the Senate. Mr. Elliott then recommended that an articulation of an LMS strategy should also be sent to the Senate along with a roadmap of milestones. Recommendation was made to ask the faculty senate to come up with a timely solution to this problem. Student involvement and various divisional/departmental representatives, and faculty should all be involved.

Future agenda item recommendation by Cindy Khanlarian was to return to the issue of students being charged for printing.

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**Announcements:** C. Elliott reported that a unanimous decision has been made on one candidate for the Database Administrator position vacated by D. Sweeney. He also mentioned that volunteers are needed from this committee for the search committee for the Programmer Senior position vacated by T. Pack.

Recognition was given to Jamie Boggs, Sid Hatfield, Tabitha Pack, and Delano Sweeney for their tireless efforts in the vacancies in Technology Services. Recognition was also given to Chuck Elliott, Steve Meadows, and Kathy Mills for their assistance during the outages of My CU and Blackboard. Mr. Elliott also announced that MY CU was up and running (restoration of services was completed).

**Reminders:** VOIP Implementation: Phones will be distributed on Saturday, September 29, 2012. Training will be in October 4, 5, 8, 9, and 10. Cut over will happen on Wednesday night, 10/10/2012). J. Alexander vocalized concerns about saved voicemails in the old system being lost. Mr. Elliott discussed that further exploration of this issue was needed.

**Exchange E-mail Migration:** Technology services has a list of volunteers for e-mail to be migrated. Technology staff is down by one employee. Mr. Elliott vocalized the necessity of a roadmap with milestones to have this completed by June 2013.

Software implementations:

- Acalog: this will be demonstrated at Dean's Staff tomorrow morning.
- Degree Works: Ms. Lusk noted that Ms. Cox has been working on this issue but she does not have any information about a roll out date.
- People Admin: training being completed by Marshall Campbell on tomorrow and two trainings on Friday. If anyone who would be responsible for hiring is unable to make these trainings, they should contact Mr. Campbell to schedule an additional training.

Future discussion items

- Social media: Need for a policy on social media needs to be addressed and developed. Recommendation to bring this issue to the Human Resources Advisory Committee. C. Elliott suggested that there be one designated individual have access (username and password) for all social media sites linked to Concord University.
- MOOC: Massive Open Online Courses. A discussion occurred about the free courses that are being taken by students. Various issues are surfacing for the Registrar's Office about transfer credits and other issues.
- Coursera.org is a site whereby individuals can see courses from over 40 Universities that can be taken as free courses and are academically sound.

Social Science issues of IT staffing with Beckley Campus. Classes that begin at 7:00 pm do not have computer staff available. The office does not close until 7:00 pm. A secured

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wireless access point could possibly be completed fairly easily. Jennifer Robinette requested that any professor having issues with Beckley technology contact her the next day by e-mail or phone to let her know so that she can address them. Joseph Richmond is a student who works Federal Work Study and he works Monday and Thursday (2:30 pm – 9:00 pm). Another work-study to work additional days could possibly solve the technology issues in Beckley or a possible part-time position.

Meeting adjourned at 4:43 pm.

Minutes prepared by Terri Philpott.

Minutes approved at the October 17, 2012 meeting.