

**University Technology Committee
Meeting Minutes 01/19/10**

Attendees: Chuck Becker (Business), Kevin Bennington (Div. of Fine Arts), Kendra Bogges, Jamie Boggs (Advancement), Andrea Campbell (Div. of Education and Human Performance), Marshall Campbell (Human Resources), Marjie Flanigan (Student Affairs), Kent Gamble (Enrollment), Cassidi Hall (Student Government), Susie Lusk (Registrar's Office), Steve Meadows, Bill O'Brien (Beckley Center), Joan Pendergast (Div. of Social Sciences), Susan Robinette (Div. of Business), John David Smith, John Spencer, George Towers, Lynne White

Guest: Roy Ramthun

Absent: Athletics, Div. of Languages and Literature, Div. of Natural Sciences, Library, Residence Life and Housing

1. The University Technology Committee convened on January 19, 2010 at 3:15 p.m. in the Concord Room.
2. Minutes from the December 15, 2009 meeting were approved as submitted.
3. Continuing Business:
 - a. None.
4. New Business:
 - a. None.
5. Information and Reports:
 - a. Spring semester startup
 - i. Help desk changes: added voicemail option, chat option, email option (cuhelpdesk@concord.edu), Level 1 and 2 reorganization (Kathy Mills now helpdesk team lead)
 - ii. Mac lab: upgrade underway
 - iii. Science 309: classroom technology completed
 - iv. Banner 8 plans: now installed on test system which will be open for testing by functional areas in the next two weeks; rollout to production system planned for summer 2010
 - v. Request was made to access data from online advisee evaluations. Lynne White will work with Associate Deans to define work order and procedure for routinely distributing data.
 - b. Technology goals in Concord University Strategic Plan 2009-2014
 - i. Plan distributed to committee members (and available at committee website)
 - ii. To be updated annually; this committee's responsibilities include providing linkage to strategic plan
 - iii. On Board of Governors agenda for approval
 - c. Banner Performance Reporting and Analytics tool status
 - i. Software and documentation have been purchased and received
 - ii. Scheduling support staff training
 - iii. Installation and database table reconciliation will be first step
 - iv. Rollout to production system expected by summer 2010

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- d. Distance learning classrooms
 - i. Video conferencing technology is installed in 7 rooms on Athens campus: Library B8, B19, B29 (Broadcasting), B28 (DNA Lab), Admin 320, Admin 322, Rahall 103. Library B19 and Admin 322 are currently not functioning. Video conferencing technology is installed in 3 rooms at the Beckley HEC: E34, W17, W18.
 - ii. Short and long term maintenance/upgrade plans need to be developed.
Considerations include:
 - 1. Role of distance learning in the academic strategic plans (will the need remain about the same, expand, evolve?)
 - 2. Administrative needs for video conferencing
 - 3. Number of rooms needed to meet strategy (Historical usage: from 2004 through Spring 2009, all but one class were taught by Education and Social Sciences. In 2009-2010, Lang & Lit has added a course each semester. No more than two video conferencing classes ever scheduled at same time.)
 - 4. Desired location for rooms, including proximity to faculty and students, as well as facilitating technical support
 - 5. Evolving technologies (webcasting, podcasting, live video online, etc.)
 - 6. Cost/ability to enable new revenue stream
 - iii. Committee members are asked to work with their respective divisions and departments to identify requirements and plans.
6. The meeting was adjourned at 4:20 p.m. The following meetings have been scheduled for the Spring semester; all meetings begin at 3:15 p.m.:
- a. February 2 – Concord Room
 - b. February 16 – Concord Room
 - c. March 2 – Concord Room
 - d. March 16 – Admin 109 (Social Sciences Conference Room)
 - e. April 6 – Concord Room
 - f. April 20 – Concord Room
 - g. May 4 – Concord Room