

University Technology Committee Meeting Minutes
Wednesday, March 23, 2011

Members Present: Facilitator (Lynne White), Beckley Center (Susan Cheek), CAT (Steve Meadows), Computer Services and Institutional Research (Kathy Mills), Division of Education and Human Performance (Andrea Campbell), Division of Fine Arts (Kevin Bennington), Division of Languages and Literature (Mitzi Litton), Division of Natural Science (David Hill), Division of Social Sciences (Jessica Alexander), Human Resources (Marshall Campbell), Student Affairs (Terri Philpott)

Members Absent: Advancement (Amy Pitzer), Athletics (Kyle Cooper), Business (Chuck Becker), Division of Business (Susan Robinett), Enrollment and Financial Aid (Christi Lamb), Library (Steve Rowe), Registrar's Office (Susie Lusk), Residence Life and Housing (Bill Gravley), Student Government (Cassidi Hall, Karina Rahall), Web Services (Jamie Boggs)

Meeting called to order at 3:30 in Rahall 103

1. Agenda review
2. Approval of minutes from February 23, 011
3. Continuing Business
 - a. LMS update: looking into costs (Lynne, John David, and Steve) of Blackboard. Steve has been authorized to negotiate a one year agreement so process to migrating can begin. One year contract versus a three year contract is more appropriate given funding available and the size of our institution.
 - b. Objective to get migrations accomplished prior to summer. Summer courses planning on running on current Blackboard 8 – fall will begin with 9.
 - c. Moodle – still working out technical and security issues with the integration into the help desk.
 - d. Lynne working with specific functions that the science department needs.
4. New business – none
5. Work session
 - a. mobile apps:
 - chair provided a report from Jamie Boggs – analysis of data shows that current website is not very mobile device friendly – bounce rate higher for mobile devices than through typical web browser. Discussion held regarding highest priority for mobile apps. Some included:
 - o Inclement weather and emergency information
 - o Directory
 - o Campus map integrated with google maps for office/class locations
 - o Class schedule

- Dining hall and today's menu
 - Library
 - Student activities calendar
 - Athletics - current scores and other functions that meet NCAA requirements
 - Weather
6. Information and Reports
- a. Project Status
 - i. Susan Cheek from Beckley discussed problems on the Beckley campus with technology and equipment – specifically with computers freezing. Steve and Lynne have both sent recommendations forward. Marshall has put it on the agenda for next cabinet meeting. Suggestions were also made to continue generating work orders through the work order system. Data reports are generated and reported on a weekly basis.
 - ii. Work order system now available off campus, in process of doing facility work orders through same work order system.
 - iii. Outlook exchange server (for faculty email) to come for faculty in the summer. Calendars and directories will be integrated.
 - iv. Jamie has written a draft for web publishing procedures. Chair distributed the draft.
 - v. Management print service - for networked printers and copiers approx. 226,000 copies/papers were printed last month.
7. Adjournment
- a. Meeting was adjourned at 4:30 PM

Submitted by: Andrea Campbell