

University Technology Committee
Meeting Minutes 09/22/10

Attendees: Jessica Alexander (Faculty Technology Mentor, Div. of Social Sciences), Kevin Bennington (Div. of Fine Arts), Kendra Boggess (Academic Affairs), Jamie Boggs (Technology Services), Susan Cheek (Beckley Center), Kyle Cooper (Athletics), Will Hicks (Residence Life and Housing), David Hill (Div. of Natural Sciences), Mitzi Litton (Div. of Languages and Literature), Susie Lusk (Registrar's Office), Steve Meadows (Technology Services), Terri Philpott (Student Affairs), Amy Pitzer (Advancement), Karina Rahall (Student Government), Susan Robinett (Div. of Business), John Spencer (Technology Services), George Towers (Academic Affairs), Debbie Turner (Financial Aid), Lynne White (Facilitator)

Absent: Business Office, Div. of Education, Enrollment, Human Resources, Library

1. The University Technology Committee convened on September 22, 2010 at 3:35 p.m. in Rahall 103.
2. Minutes from the September 8, 2010 meeting were approved as submitted.
3. Continuing Business:
 - a. Course Management System evaluation
 - i. System Status: Steve Meadows reported that a Moodle pilot server is now up and running with a Blackboard 9 pilot install planned for next week. The state is currently reviewing Course Management System use at all state institutions; Shepherd and West Liberty are using Sakai; New River is using Angel; Bluefield State is using both Moodle and Blackboard.
 - ii. User Group: Initial meeting planned for Wednesday, September 29, 11:30-12:30 in Rahall 103; open to any instructor (faculty or staff) currently using Blackboard or Moodle, or interested in learning more about the systems. User group members will be given both Moodle and Blackboard 9 accounts on the test system .
4. New Business:
 - a. Hardware procurement process recommendation development
 - i. 2009-2010
 1. VPAD began reviewing and approving all major technology purchase requests.
 - ii. 2010-2011
 1. VPAD will only approve requests if they are part of a plan (or a justified emergency)
 - a. Lynne White reported that she received plans last year from Divisions of Business and Social Sciences, as well as the Library, and has since also received information from Registrar's Office to put together the start of a plan.
 2. Input from this committee is needed regarding setting technology standards for computer purchases.
 3. Committee also needs to develop recommendation whether to continue decentralized purchasing as is or whether to centralize some computer purchasing, including:
 - a. Faculty/staff computers
 - i. Instead of managing at the department or division level, should each individual faculty or staff member be eligible to initiate request for new computer once computer is say 5 years old? How would funding be handled?

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- ii. Do some functional/divisional areas have a need to be upgraded more frequently than others?
 - iii. Should training be required in order to receive new computer?
 - iv. Whether centralized or still decentralized, should orders be consolidated and placed on same schedule? Schedule would need to consider when in the year faculty and staff would like to receive computer replacements, when IT staff can schedule installation and setup, how planning and ordering fits in with the budgeting schedule, etc.
 - v. What should be done with surplus machines?
 - b. Classroom/lab computers
 - i. Do we have the right number and right usage of labs?
 - ii. What should be the replacement schedule for labs?
 - iii. Are there different hardware needs for student casual use vs. instructional needs?
 - iv. How should funding be handled?
 - b. Software procurement process recommendation development
 - i. Committee needs to develop a recommendation regarding whether software ordering should continue to be decentralized or if some process of informing, reviewing, and/or approving needs to occur. Issues that need to be addressed include:
 - 1. Consolidating orders (e.g. Adobe) to benefit from multiple licensing agreements;
 - 2. Technology Services needs to at least be informed about all software installations in order to diagnose problems, direct students appropriately for help, evaluate if pilots would be beneficial to others on campus, inventory and manage licenses, etc.;
 - 3. Does the campus already have licenses for acceptable alternatives (e.g. project management tools, statistical analysis packages)?
 - 4. Does the software fit with the campus infrastructure (Banner, MyCU, etc.)? Is there a cost effective, functionally sufficient alternative that fits better and/or can be better supported (e.g. EMAS Pro vs. Banner Enrollment Management, Raiser's Edge vs. Banner Alumni Web)?
 - 5. How do we provide adequate support and training for whatever software is chosen? (Should a training and support plan be a required component of a software purchase plan?)
5. Information and Reports
 - a. Project Status
 - i. Exchange Server/full support of collaboration functions in Outlook for faculty and staff
 - 1. Need Exchange server box and spam filter server (\$20,000)
 - 2. Target December rollout
 - ii. Helpdesk Chat function
 - 1. Testing free trial versions of more robust chat capability. Potentially enable other functional areas, like Financial Aid, to participate.
 - iii. Concord Website
 - 1. Faculty/staff online directory profile input requested by this Friday.
 - b. Jessica Alexander relayed a question from the Division of Social Sciences regarding how other divisions are handling student printing. Social Sciences currently keeps their two labs open to students until 9 p.m. and allows free printing in the labs. Suggestions mentioned during the ensuing discussion included:

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- i. Division of Business provides paper for student printing in their computer labs only during class. At all other times, students must bring their own paper to print.
 - ii. Technology Services can set the default printer in labs to be a PDF printer so students have to explicitly select a real printer. Divisions should place a work order if they would like this.
 - iii. Instructors could consider requiring digital assignment submissions (whether by email, in Blackboard, etc.) instead of hardcopy printouts.
 - iv. If the campus moves to managed print services for the core copiers on campus, printing could be managed by user account.
6. The meeting was adjourned at 4:20 p.m.

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