

University Technology Committee Meeting Minutes 10/27/10

Attendees: Kevin Bennington (Div. of Fine Arts), Andrea Campbell (Div. of Education), Susan Cheek (Beckley Center), Kyle Cooper (Athletics), William Gravley (Residence Life and Housing), David Hill (Div. of Natural Sciences), Christi Lamb (Enrollment), Susie Lusk (Registrar's Office), Steve Meadows (Technology Services), Kathy Mills (Technology Services), Joan Pendergast (Div. of Social Sciences), Amy Pitzer (Advancement), Steve Rowe (Library), George Towers (Dean's Office), Lynne White (Facilitator)

Absent: Business Office, Div. of Business, Div. of Languages and Literature, Financial Aid, Human Resources, Student Affairs, Student Government

1. The University Technology Committee convened on October 27, 2010 at 3:30 p.m. in Rahall 103.
2. Minutes from the October 13, 2010 meeting were approved with one correction indicating that Christi Lamb from Enrollment was in attendance.
3. Continuing Business:
 - a. Course Management System evaluation
 - i. System: Steve is currently installing Blackboard 9; Moodle is available at moodle.concord.edu--use your MyCU id and password.
 - ii. Timeline: Plan to share analysis data with committee in November and place an action item on December 8 agenda for committee to recommend strategic direction.
4. New Business
 - a. Student course evaluations
 - i. Technology Services requested that the University Technology Committee recommend a course of action for adequately supporting the paper-based student course evaluation process in the short term and moving to online student course evaluations in the future.
 - ii. Committee members engaged in a lively discussion about how the current process is supposed to work, how it is actually working, the confidentiality and integrity issues of this employee evaluation process, the expense of the paper-based system, the age of and inability to modify the supporting software and hardware, the appropriate role of the University Technology Committee in making recommendations regarding technology support of processes owned by others (in this case the evaluation process owned by the faculty), as well as the difficulty for Technology Services to continue to meet the deadlines required by the Faculty evaluation, tenure, and promotion process while using the current paper-based system.
 - iii. Concord's graduate program and certain online classes already use an online evaluation system which could be readily modified to meet any specific process requirements of the faculty.
 - iv. David Hill volunteered to take the issue to the Faculty Senate/APC. Technology Services notes that it would be unable to support a decision by the faculty to keep the status quo --i.e. continue the existing paper process for the long term, using the old scanner and original FORTRAN program, using only Technology Services staff to manage the paper forms (alphabetize class packets by instructor within divisions, segregate errant forms, put correct forms right side up and ready for scanning) for 600 to 800 classes, scanning the forms, and cleaning up and printing the ancient FORTRAN program-produced results files while also meeting the faculty evaluation, promotion, and tenure deadlines set forth in the academic planning calendar.

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- b. November meeting dates
 - i. Facilitator Lynne White noted that she will be out of town for the 11/10 meeting and that the 11/24 meeting falls during the student and faculty Thanksgiving break, and asked the committee if they would like to change the 11/10 meeting to 11/17. It was the consensus of the committee to maintain the 11/10 meeting date, with Steve Meadows chairing in Lynne's absence and cancel the 11/24 meeting.
 - c. Spring meeting dates
 - i. It was the consensus of the committee to continue the current schedule of meeting on the 2nd and 4th Wednesdays during the spring semester. The committee also decided to continue the 3:30 p.m. start time. The first meeting in the spring semester will be 1/26.
5. Information and Reports
- a. Project Status
 - b. Workorders
 - i. A new workorder system has been purchased (SysAid IT <http://www.lient.com>). The new system will continue the benefits of direct faculty and staff access while making significant improvements including providing shortcuts for creating work orders, automatically creating and routing work orders from the Chat and email interface during unattended hours, providing manager reports, integrating asset management, and integrating remote access to campus computers.
6. The meeting was adjourned at 4:30 p.m.