

**University Technology Committee
Meeting Minutes 11/3/09**

Attendees: Kevin Bennington (Div. of Fine Arts), Kendra Boggess, Jamie Boggs (Advancement), David Campbell (proxy for Andrea Campbell, Div. of Education and Human Performance), Marjie Flanigan (Residence Life and Housing, Student Affairs), Kent Gamble (Enrollment and Financial Aid), Curtis Kearns (Student Government), Steve Meadows, Rosalie Peck (Div. of Languages and Literature), Joan Pendergast (Div. of Social Sciences), Susan Robinett (Div. of Business), John David Smith, John Spencer, George Towers, Lynne White, Randy Winfrey (Div. of Natural Sciences)

Absent: Athletics (late notification), Business and Human Resources, Library, Registrar's Office

1. The University Technology Committee convened on November 3, 2009 at 3:15 p.m. for its inaugural meeting.
2. Members were introduced including representatives from Computer Services and Institutional Research, the Center for Academic Technologies, and each functional area of the university (Division of Business, Division of Education and Human Performance, Division of Fine Arts, Division of Languages and Literature, Division of Natural Sciences, Division of Social Sciences, Registrar's Office, Library, Advancement, Athletics, Business and Human Resources, Enrollment and Financial Aid, Residence Life and Housing, Student Affairs, and Student Government). The Vice President/Academic Dean (VPAD) is responsible for chairing the committee.
3. The committee's responsibilities were defined:
 - a. To provide a forum for discussion and communication of university-wide information technology issues and plans;
 - b. To coordinate information technology activities between the different functional areas of the university;
 - c. To provide feedback and guidance regarding information technology maintenance and service;
 - d. To develop recommendations for university policies and practices governing:
 - i. Information technology development, procurement, access, and retirement/disposal;
 - ii. Faculty and staff development in uses of technology;
 - iii. Student training in uses of campus information technology;
 - e. To evaluate, recommend, and prioritize information technology requirements for:
 - i. Current Year Technology Plan;
 - ii. Five Year Strategic Technology Plan;
 - f. To interface and coordinate with the university strategic planning process.
4. Committee administration and support will be provided by Lynne White, reporting to the VPAD:
 - a. Obtain information technology requirements input, solicit feedback on proposals, and build consensus for recommendations;
 - b. Maintain a repository of information technology requests and requirements;
 - c. Convene and lead committee meetings;
 - d. Document committee decisions in the technology plans;
 - e. Provide regular reports on the committee's activities to the President and the Cabinet.

University Technology Committee
Meeting Minutes 11/3/09

5. John Spencer and Steve Meadows discussed technology projects already underway or in plan, including:
 - a. Implementation of the Higher Ed Common Data Set Initiative (www.commondataset.org): in progress
 - b. Implementation of Banner Curriculum Advising and Program Planning (CAPP, <http://www.sungardhe.com/Products/Product.aspx?id=836&LangType=1033>): software licensed and installed; degree program definitions in progress
 - c. Upgrade to Banner Version 8: in plan for upcoming Winter Break
 - d. Upgrade to Windows 7: in plan for Fall 2010
 - e. Upgrade to Blackboard Version 9: evaluation in progress; installation not planned before Summer 2010 at earliest

6. Some additional known technology requirements were introduced (representatives are requested to communicate requirements from functional areas):
 - a. Provide support at the functional area level for business intelligence activities (e.g., operational reporting, adhoc reporting, data mining, and longitudinal studies)
 - b. Assess current state of classrooms, distance learning classrooms, and technology labs; develop short and long term upgrade plans
 - c. Upgrade the underlying server infrastructure
 - d. Assess current technology procurement and surplus practices; develop recommendations for possible improvements
 - e. Assess current incident management, problem management, and service practices; develop recommendations for possible improvements
 - f. Fully implement Banner Advancement software
 - g. Evaluate human resources software options and develop recommendation
 - h. Evaluate NCAA compliance checking support
 - i. Develop recommendations for shared individual calendars, university address book, meeting and room scheduling, document collaboration, and university-wide calendar with drill-down for functional areas

7. The committee viewed a portion of an online demo of Banner Performance Reporting & Analytics (<http://www.sungardhe.com/Products/Product.aspx?id=962&LangType=1033>), a potential solution for Concord's current and future business intelligence requirements. On a motion by Randy Winfrey, the committee voted unanimously to recommend pursuing funding sources for the purchase of the Banner BPRA tool.

8. The schedule for future meetings was discussed. Initially, while the committee is evaluating and assessing the current state of technology, the committee will meet every two weeks, with the intention to eventually meet monthly or quarterly.
 - a. Tuesday, November 17, 2009, 3:15 p.m., Marsh Hall 333 (Concord Room is not available)
 - b. Tuesday, December 1, 2009, 3:15 p.m., Concord Room
 - c. Tuesday, December 15, 2009, 3:15 p.m., Concord Room
 - d. Tuesday, January 19, 2009, 3:15 p.m., Concord Room