ITC Meeting Minutes

Location: OM 304

Date: 12/14/17

Time: 9:00-10:30

Members Present: Sharon Young, Aura Lippincott, John DaRosa, Rebecca Woodward, Veronica Kenausis

Guests: Tom Philbrick; Elisabeth Werling Morel
Minutes: Aura Lippincott
Meeting started at 9:12AM

Agenda details:

I.   Reading and approval of minutes.

II.   Tom Philbrick (Strategic Plan Implementation Committee) – Discuss
       the technology and training sections of the Strategic Plan and
       Comprehensive Goals Assignments and Progress (Goal 2: 2.1.3 and
       2.1.4).

       Tom presented the strategic plan summary and the Strategic Plan -
       Comprehensive Goals Assignments and Progress by Goal Rev.
       11/8/17 Documents.

Tom and Elisabeth are on the SP implementation committee. Responsibility to keep informed about the responsible parties and progress.

Goal 2.1.3 Develop and implement a plan to ensure classroom and faculty technology replacement and expansion support a 21st century institution

ITC job is to develop a strategy, plan and action items to bring the university towards this goal.

Identify the people who are going to be doing this.

Briefly discuss what this means, then meet Spring semester to continue the discussion

Translate what is in the strategic plan to tech world

ITC represents the schools. Need to have a student rep in attendance. Any tech on the strategic plan is within this group's purview.

There is another fiscal group (self-sustaining financial model) that is working on an instrument to collect data to evaluate all of the programs to figure out if they can sustain themselves.

Rebecca W: IT has a plan already for current technology (instructional) and some innovation as we can. These are tied specifically to budget and staffing. Been able to do some replacement/enhancements but as we go forward will be tied to budget and staff. Not currently documented but can write it up. Maintenance, replacement planning two 21st century classrooms that will be completed this summer (video conference systems). A lot come via request (for example the sim lab for nursing).

Aura requested to add online and hybrid course technology to this plan. Committee on Distance Education can consult on this.

Tom requested a 1 page/outline for technology planning.

ITC will also review the rest of the strategic plan for technology items.

Meet again in Feb with this 1 page outline plan on the agenda.

III. Reports from ITI Department
   a. John DeRosa report

      H drive is done for students. Some students contacted to get help moving their material

   Next group is Administration.

   For Faculty, will have ITC committee pilot

   OneDrive is better integrated with Windows 10 than Windows 7.

   K drive will happen later

   Office 365 has a lot of tools. Will need to educate ourselves, decide what we want, then educate and train. ITC needs to pick the tools that are included in the basic tools, then have an advanced tools. Perhaps have an ITC subgroup to evaluate the tools. At some point the costs for Office 365 will shift to campuses. That may be the point that we limit the tools in the suite.

   Banner – Thursday Jan 4 all systems will be down, and all data gets transferred to the Ellucian cloud.   Testing is currently taking place. January 8th will be done. It will look and act exactly the same as before.

   Add to the agenda for next meeting to pilot O365. Ask for volunteers to pilot.

==Ask Jason Esposito to attend a meeting to discuss and demo Windows 10. Will get a better sense of how it integrates with Office 365.==

b. Rebecca Woodward report

Updates: Math Emporium computer replacement will not happen during the summer because will be closed.

Email default reply all can be turned off.

When is Citrix going away? John D mentioned that some applications need to have it so it will not be going away. BOR is trying to come up with security (Security Enclave) across the whole campus and this depends on Citrix. Some other things don't have to be there, for example the office products. SPSS will stay in Citrix for now. Rebecca said can check to see if there is a client that can be installed on desktops.   ITC committee can also be the pilot group for some of these potential changes.

Blackboard:

Moving to the new theme on Sunday. Blackboard rep and Becky Diot will be on standby for the theme switch. Will switch it back if there's a problem.

Course duration will be set as closed to students until the first day of classes to 10 days after the course ends. This can be changed by the instructor at any point.

Ultra is delayed until Summer 2019.

IV. Unfinished Business

V. New Business

VI. Presentation
   a. Office 365 demo RW/JD - Deferred

VII. Adjournment
   Next meeting will be in February 8 – 2 hour meeting (9am-11am)
   - Tom Philbrick and Elisabeth Werling Morel - strategic plan discussion
   - Jason Esposito – Windows 10
   Meeting adjourned at 10:34