**Western Connecticut State University**

**Information Technology Committee**

**Thursday, September 10, 2015 at 12pm in Haas Conference Room 309**

**Members Present:**  Kathleen Hinga, Veronica Kenausis, Thomas DeChiaro, Rebecca Woodward, Terry Wells, John DeRosa, Divya Sharma

Guest:  George Claffey

At the beginning of the meeting, there was quorum.

Announcements:

T. DeChiaro announced that he is leaving WCSU on January 7, 2016 to work at Drexler in PA.

T. DeChiaro introduced G. Claffey, current CIO at Charter Oak State College, who will become WSCU's CIO on January 8, 2016.

The committee introduced themselves to G. Claffey.

T. DeChiaro updated the committee on the status of the WCSU Wireless Upgrade project.

T. DeChiaro updated the committee on moving the campus email to the cloud and access to One Drive, currently in the planning level.

T. DeChiaro updated the committee on Degree Works and Retention Cloud projects.

Tom DeChiaro informed the committee that 2020$ funds are now available for more equipment purchases for the replacement plan.

R. Woodward announced that the Help Desk will soon be open from 8:30am to 8:30pm, 12 hours a day

> Student Tech at WS and Student Tech at MT from 4:30pm to 8:30pm, available for assistance

Old Business:

A motion was made to approve the September 2015 minutes

> 1$^{st}$  - V. Kenausis
>
> 2$^{nd}$ – T. DeChiaro
>
> No discussion
>
> Yes – 6

No – 0

Abstain – 1

A motion was made to approve the May 2015 minutes, with explanation of changes made to April 2015 minutes from K. deLevie

1st – T. DeChiaro

2nd – T. Wells

Yes – 7

No – 0

Abstain - no

R. Woodward updated the committee on the status of the Faculty/Staff Replacement Plan.

List handed out for round 1 – 2008 and older

Doesn't include Macs

Action – Rebecca will send Terry Wells the Macs list

WH 301 and WS 377B – Math and Accounting classrooms to be replaced over Wintersession

4 classrooms to be replaced next Summer

## New Business:

T. DeChiaro updated the committee on a new Printer Replacement Policy (yet to be implemented)

Faculty can keep individual printers, but when no longer works, must throw away

Faculty department will need to pay for the replacement from own fund

Policy in place next fiscal year

FERPA issues – print job can be sent to MDF, then PIN required to print job

Concern with printing info for advising

J. DeRosa offered to hold a demo for ITC committee and other faculty staff interested with new advising software to be implemented

K. Hinga asked for a printed version of proposed Printer Replacement Policy

Action: T. DeChiaro will send out a draft policy of the proposed policy to ITC

Action:  T. DeChiaro will have S. Veillette send out results from Faculty Survey

Spring 2016 meetings dates

K. HInga will send out doodle

K. Hinga began a discussion about the 4 schools' technology committees and function.

V. Kenausis began a discussion about the function of the ITC.

The committee thanked T. DeChiaro for his service on the committee and at WCSU for the past 3 years.

tdechiaro@drexler.edu  - T. DeChiaro's email at Drexler

Action:  T. DeChiaro will research 1 Terabyte of storage for VPA 147 lab for T. Wells, only T. Wells would add and backup

Motion to adjourn

1$^{st}$ – Thomas DeChiaro

2$^{nd}$ – Terry Wells

Yes – all

Adjourned at 10:30am

**Information Technology Committee**

**Thursday, September 10, 2015 at 12pm in Haas Conference Room 309**

**Members Present:**  Kathleen Hinga, Rona Gurkewitz, John DeRosa, Veronica Kenausis, Thomas DeChiaro, Rebecca Woodward, Gregory Heimbuecher

At the beginning of the meeting, there was quorum.

==Announcements:==

Kim will send a doodle poll to coordinate the Fall 2015 meeting times

==Old Business:==

==New Business:==

Rona would like a copy of the changes for the April ITC minutes before putting them up for a motion to approve

In the future, Kim will highlight the changes made to the minutes, per the committee, for approval

May minutes will be reviewed at the next ITC meeting for approval

Rona needs a copy of last year's ITC minutes to complete her ITC Annual Report

A motion was passed to elect Kathleen Hinga as ITC Chair for 2015-2016

1st – Veronica Kenausis

2nd – Rebecca Woodward

Yes – 6, No – 0, Abstain – 1

Rebecca Woodward updated the committee on the status of computer instruction station replacements completed, as well as the computers in the classrooms, and the plan for computer replacements during Wintersession

She also updated on the committee on the computer replacement plan for faculty computers

Complete list was inventoried by age and faculty name

Lab technicians will be used to verify accuracy of reports

Once verified, lists will be sent to School Technology Rep to deliver to their Dean

For discussion and decisions

Those from 2007 and 2008 are scheduled to be replaced first

Some from 2009 will be replaced and the rest when more equipment funds are available

2020 equipment fund program will be ending soon

Goal is to replace computers on campus to adopt a 5 year replacement plan

There was a discussion about receiving new machines vs. keeping old machines

There was a discussion about Blackboard and Webex-based modules

Tom DeChiaro confirmed that the N & X drives will not be removed at this time

There was a discussion about Deep Freeze in the labs and the computer instructor stations in the classrooms

It was suggested that students and faculty discontinue from saving items on the C drive or desktop

Tom DeChiaro informed the committee that he will be making an ITI presentation to the Faculty Senate in October 2015

John DeRosa informed the committee of ITI's recent accomplishments

Including the pilot of the student developer program

Development of an application to better manage the student labs on campus

Worked with the new meal plan process

There is a great potential for the university to utilize the computer major students on campus

There was a discussion about the May ITC meeting

Motion to adjourn

1$^{st}$ – Thomas DeChiaro

2$^{nd}$ – Gregory Heimbuecher

Yes – all

Adjourned at 12:35pm

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, May 14, 2015 at 12pm in Haas Conference Room 309**

**Members Present:** Kathleen Hinga, Rona Gurkewitz, John DeRosa, Veronica Kenausis, Thomas DeChiaro, Rebecca Woodward, Emma Olownia, Gregory Heimbuecher, Terry Wells, Mitch Wagener

**Guest:** Angela Cifuloni, Chuck Rocca, Montana Maxton, Dan Barrett, Divya Sharma

At the beginning of the meeting, there was quorum.

Announcements:

The committee welcomed Chuck Rocca, who will replace Mitch as the A&S School Technical Representative, and Divya Sharma, who will be the Ancell School Technical Representative.

Richard Montague will remain the MIS Representative in the committee.

Introductions were made around the room.

Old Business:

A motion was passed to accept the April minutes, with changes discussed.

1$^{st}$ – V. Kenausis, 2$^{nd}$ – T. DeChiaro

Yes – 10          Abstain – 0       No – 0

Review of Revised ITC Bylaws

The subcommittee met and prepared a proposal to revise the ITC bylaws to present to the Faculty Senate in Fall 2015

At this time, there was a discussion regarding the history of the creation of the ITC

A motion was made to accept the subcommittee's proposed bylaws

1$^{st}$ - E. Olownia, 2$^{nd}$ – T. DeChiaro

A friendly amendment was defeated to keep the CIO's AA as the secretary for the minutes

Yes – 3          Abstain – 0       No – 7

A <mark>friendly amendment</mark> was first proposed to drop the Purpose of the Committee

> Then friendly amendment was edited to strike "discuss and" from the Purpose of the Committee

> Friendly amendment was passed

Yes – 10          Abstain – 0          No – 0

A <mark>friendly amendment</mark> was passed to edit the footnote "*" beginning with "i.e.":

> Strike from "i.e." forward

> Replace with "e.g. the school, technical committees, the CIO, the Senate, and/or university administration"

Yes – 10          Abstain – 0          No – 0

A <mark>friendly amendment</mark> was passed to strike "make recommendations" and replace with "develop, review, and recommend" under Responsibilities, #1 after "The committee will"

Yes – 10          Abstain – 0          No – 0

A <mark>friendly amendment</mark> was passed to strike #2 under Responsibilities

Yes – 10          Abstain – 0          No – 0

A <mark>friendly amendment</mark> was passed to add the following, after "The committee will meet monthly" under Conduct of Business, #1, a:

> "and conduct business, following the most recent edition of Robert's Rules of Order."

Yes – 10          Abstain – 0          No – 0

A <mark>friendly amendment</mark> was passed to strike "ex officio" and add "appointed by CIO" under Membership, #8 at end of sentence

Yes – 10          Abstain – 0          NO – 0

A <mark>friendly amendment</mark> was passed to make the above, passed changes to the subcommittee's proposed bylaws

Yes – 10    Abstain – 0    No – 0

A <mark>motion</mark> was passed to reconsider the subcommittee's proposed bylaws

Yes – 9    Abstain – 0    No – 1

A <mark>friendly amendment</mark> was passed to implement the above friendly amendments to the subcommittee's proposed bylaws

Yes – 10    Abstain – o    No – 1

A <mark>motion</mark> was passed to approve the newly, amended subcommittee's proposed bylaws

Yes – 10    Abstain – 0    No – 0

As ITC Chair, R. Gurkewitz will submit the approved subcommittee's proposed bylaws to the Senate for review in September and to be voted on in October.

<mark>New Business:</mark>

T. DeChiaro updated the committee on the Wireless in the Dorms Project.

T. DeChiaro update the committee on the VPA Wireless issues.

There will be a vote for a new ITC Chair in September 2015 during the first meeting.

Kim will email everyone to set up a date for the 1st ITC meeting of the 2015-2016 academic year.

<mark>Motion</mark> to adjourn at 1:10pm

1st – T. DeChiaro        2nd – E. Olownia

Yes – 10    Abstain – 10    No - 10

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, April 2, 2015 at 12pm in Haas Conference Room 309**

**Members Present:** Kathleen Hinga, Rona Gurkewitz, John DeRosa, Veronica Kenausis, Thomas DeChiaro, Rebecca Woodward, Emma Olownia, Richard Montague, Gregory Heimbuecher, Terry Wells

**Guest:** Steve Veillette

At the beginning of the meeting, there was quorum.

Old Business:

A motion was passed to accept the February minutes. 1st – V. Kenausis, 2nd – T. DeChiaro

Yes – 10   Abstain – 0   No – 0

Kim was reminded of the requirement of the minutes in a timely fashion per the bylaws, no later than one week after the meeting

Status of Visual Studio 2013 Software on Campus

Steve Veillette reported that Visual Studio 2013 was deployed to the designated classrooms at WS and student computer labs

The older version is also available on these computers for now

If a computer is replaced, the older version will not be available for use

There was some concern over this point

Action Item – Steve will follow up with Gancho Ganchev to discuss the old version of the software

Review of Funding for Art Dept Labs and Computer Science Tutors

Tom will fund the both the Art labs and Computer Science tutors for 2016 fiscal year

Action Item – Tom would like the ITC to assist him in creating a strategy to approach the Chief Financial Officer (CFO) about requesting for student tech funds

## Review of ITC Bylaws

Veronica informed the ITC that she met with Dan Barret, Faculty Senate President, to discuss possible changes to the ITC bylaws

> She handed out a draft of possible changes for discussion

There was a discussion about the charge, future roles, and responsibilities of the ITC

It was decided to form a subcommittee of the ITC to discuss the possible changes to the bylaws

> The following ITC members will be on this subcommittee
>
> > Rona Gurkewitz, Rebecca Woodward, Veronica Kenausis, Emma Olownia, Kit Hinga
> >
> > Thomas DeChiaro will act as an advisor to this subcommittee
> >
> > This subcommittee will research the bylaws of other ITCs with other universities

Action Item – ITC bylaws subcommittee will meet and report back their progress at the next ITC meeting on Thursday, May 14, 2015 at 12pm in the Haas Library Room 309 conference room

## New Business:

## Report on ITI project

> Tom updated the ITC on the top 10 ITI initiatives currently in progress:

> > 1. Recruitment – Enrollment Services
> >
> > > Successful deployment of Target X
> > >
> > > Increase of over 1,000 undergraduate applications
> > >
> > > Increase of over 800 accepted undergraduate applications
> > >
> > > Admissions is now staying in constant contact with individuals who submit any small piece of applicant information
> > >
> > > > Via texting and emails

Using barcodes on applicants' cell phones for Accepted Day events

2.  <mark>Retention – Enrollment Services</mark>

    Just began work with the Advisement Team regarding undeclared majors

    This project includes efforts from the Banner and Infrastructure teams of ITI

    Will give the ability to track advisement, while linking to grades

    Will also provide early detection of at-risk students

3.  <mark>Wireless in the Dorms</mark>

    ITI has made incremental improvements

    Major improvements are limited by current hardware

    Have received new equipment to install over the summer semester

4.  <mark>Wireless on Campus</mark>

    Plan to increase band width from 1G to 10G within approx.18 to 24 months

    Plan designed by CSU Office and CISCO

    It was mentioned that there is no wifi currently in the VPA, as well as no cell service

    Tom confirmed that students have the ability to register up to 5 devices on Res Net Alternative

    <mark>Action Item – Greg to get back to Tom if students are not able to register up to 5 devices on Res Net Alternative</mark>

    <mark>Action Item – Tom will work on an interim plan to resolve these issues in the VPA</mark>

5.  <mark>Information Security</mark>

WCSU ITI is currently the leader in a pilot project of the encryption of Banner data

Will be the standard for all of CSU

Will mitigate risk at the university

6. Upgrade to Banner

Plan to upgrade to the modern release

Only in the talking phase at this time

7. Classroom Upgrade of Instructor Workstations

Also an upgrade to the technology classrooms this summer as well

8. Concept Phase – Other Development Projects

Includes moving faculty/staff email services to a cloud infrastructure

Similar to student email services

Unlimited mail storage – no need to request more space

Would only take 30 days when executed, no interruption

Looking to CSU to pay for a large portion of the expenses

Further update in May 2015

9. Upgrade to Help Desk

Currently making short-term improvements

Including a rollout of an updated TrackIT system

Help Desk currently manned by part-time student workers & a part-time UA

ITI customer service surveys were sent to staff on campus

Survey will be sent to Faculty & Students as well

Plan to migrate the N & X drives to Box. Com

Campus will not lose functionality while moving to Box.com

Will be plenty of training and prep time for this deployment

Projector Replacement Plan & Multi-Station / Instructor Station Replacement Plan

Rebecca passed out handouts to update the ITC

It was suggested that projectors be replaced by their usage, rather than their year of installation

It was reported that 37 projectors were replaced between the Fall 2014 and Spring 2015 semesters

Mostly in both the Science Building & White Hall

About a total of 30 projectors will be replaced between the Spring 2015 and Summer 2015 semesters

Locations include Science Building, Berkshire Hall, Haas Library, White Hall, WS Classroom Building, and loaners for ITI Midtown & Westside Office, as well as Student Center

Once these projectors are replacement, it would mean that all projectors will have been replaced through 2007

Action Item – Rebecca will look into Haas 413 not appearing on the Projector Replacement Plan List for Spring/Summer 2015

There is a plan to replace the additional projectors on campus between the Fall 2015 and Spring 2016 semesters

Location include Berkshire Hall, WS Campus Center, Higgins Annex, Higgins Hall, Haas Library, White Hall, WS Classroom Building, and WS Campus Center loaners

This plan for 25 projectors will cost just under $73,000.00

Once these projectors are replacement, it would mean that all projectors will have been replaced through 2009

There are 42 projectors from 2010 and 3 projectors from 2011

The goal is to achieve a 7- 8 year replacement cycle

ITI is currently replacing some projectors that are 11 years old

VPA projectors will need to be added to the replacement cycle in coming years

The Instructor Station & Multi-Station Replacement Plan will be deployed during the Summer and Fall 2015 semester pending funding

Location is the WS Classroom Building 219 and Warner Hall 318

Total of 30 laptops and 66 PCs

Total funding needed is $73.000.00

It was mentioned that this equipment will need the function of CD drives for students

There was a discussion about laptop vs slimmed-down PC?

Action Item – Rebecca should revisit the laptop vs slimmed down PC discussion with the Ancell School of Business before making a purchase of equipment

Action Item – Tom will have Steve send out a request to faculty for software for the 2016 Fiscal Year

Motion to adjourn at 1:28pm

1st – Emma O.          2nd – Gregory H.

10 - yes          0 - no          0 - abstain

Next meeting is Thursday, May 14, 2015 at 12pm in the Haas Library, 3rd floor, room 309

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, February 5, 2015 at 12pm in Haas Conference Room 309**

**Members Present:** Kathleen Hinga, Rona Gurkewitz, John DeRosa, Veronica Kenausis, Thomas DeChiaro, Rebecca Woodward, Emma Olownia, Steve Veillette, Richard Montague, Gregory Heimbuecher, Terry Wells (late arrival)

**Guests:** Kari Swanson

At the beginning of the meeting 12:05pm, there was quorum.

Introduction of new student members to the ITC committee

Old Business:

A motion was passed to accept the November minutes, as amended. 1st – V. Kenausis, 2nd – T. DeChiaro

Yes – 8, Abstain – 3 (due to absence of last meeting)

Status of Visual Studio 2013 Software on Campus

Steve Veillette updated the ITC on the installation of the 2013 of Visual Studio software

Currently working on packing the software for deployment - large package, about 20 gigs

There are some issues with the product that we are working to resolve

Steve is working with Mark Pisano to complete project

Action Item - An update will be given at the next ITC meeting

Faculty Training for Banner

John DeRosa presented to the ITC on Banner INB training for non-enrollment personnel

It was requested that a population of 62 campus individuals, comprised of faculty advisors, deans, and clerical, get access to Banner INB

Ellucian will be coming to campus for the training of these individuals in Banner INB

## Review of ITC Bylaws

There was a discussion about the department name change of University Computing to Information Technology and Innovation in the ITC Bylaws

Motion to amend the ITC Bylaws to reflect the new name of University Computing: Information Technology and Innovation

    1st - Kit Hinga        2nd - Veronica K.

    12 - yes        0 - no        0 - abstain

Action Item - Kim to prepare this Bylaws amendment for presentation to the Faculty Senate

    Copy of bylaws with UC and Copy of bylaws with ITI

Action Item - Rona Gurkewitz and Tom DeChiaro will attend the next Faculty Senate to present this amendment

## Update on Rollout of Computers to the Campus at Large

Tom and Rebecca updated the ITC on the Computer Rollout to the campus

The original lists that were presented to the Deans were difficult to read

    Rebecca needs time to rework the material to be more transparent

    Deans requested more input and visibility in the process of rolling out new computers

There was a discussion of the rollout process of computers prior to Tom joining ITI

Tom would like to rollout new computers every four years

    Currently, there is not enough funding

    Rona suggested a 3 year rollout plan for computer labs and classrooms

Action item - Send Rona classroom replacement list, including multi-stations and instructor stations

Action item - Send Terry Wells bad list; he never received it

Action item - Tom will speak with Deans, and include School Technology Chairs, with new lists of faculty and staff computers

==New Business:==

==Review of Meeting Time==

> There was a brief discussion about the Spring 2015 meeting times

> It was decided to keep the meetings on the 1st Thursday of the month from 12pm to 1:30pm

> There will be another discussion about meetings times for Fall 2015 at the May meeting

==Review of Funding for Art Dept Labs and Computer Science Tutors==

> Terry Wells reports that the funding has been rectified

> Kim will communicate with Lori Robeau to verify

> Tom began a discussion with the ITC regarding the lack of Student Technology Fee Funds that fund these expenses, in addition to other technology needs on campus

>> The Student Tech Fee previously was an itemized fee on the WCSU student's bill and was easier to calculate annual budget of these funds

>> The fee is no longer itemized, and is only a percentage of a general fee charged to the student on their bill, which changes every year

> ==Action Item:  This discussion will continue at the next ITC==

==Status of Microsoft Office 2013==

> Tom and Steve updated the ITC on the status of Microsoft Office 2013 on campus

> There is currently no plan to deploy Microsoft 2013 on campus at this time

>> Power Point issues with '13 version not compatible with '10 version

>> The feature set of '13 version needs to be weighed beforehand

>> Also need to investigate the time and cost associated with the deployment

>> Currently, there are only 2013 Office publications out

>>> '16 books aren't even published yet

The question was raised:  Which version are students using in the workforce?

It was agreed that the following should be taken into account with the deployment
decision of Office 2013

Faculty Input, Teacher Set, Availability, Finances, and Resources

Richard Montague is requested this deployment this Summer

Tom briefly spoke about the several ITI major projects currently underway
and the importance of prioritization of ITI work on campus to be in line with the
university's strategic plan

Tom also informed the ITC that the web browser issue on campus has been resolved

Greg H. informed the ITC that the software in the student labs is behind the free
software that is given to students on campus

This situation making computer software training, in the student labs, a
logistical nightmare

Action Item:  Tom will give a brief understanding on the scope and other aspects of the
top 5 ITI projects currently in progress on campus


## Update on BOX

Steve updated the ITC on BOX, an alternate file sharing system to the K, N, and X drives

Would eliminate the need for access control changes for folders on the common and
other drives

Cloud-based and has great features

Individuals will have rights to grant access to anyone

The rollout will be phased, not all at once

There was a discussion on intellectual property, in regards to faculty/student papers


Motion to adjourn at 1:35pm

1st - Tom DeChiaro            2nd - Veronica K.

12 - yes            0 - no            0 - abstain



Next meeting is Thursday, March 5, 2015 at 12pm in the Haas Library, 3rd floor, room 309

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, November 13, 2014 at 12pm in OM 304D**

**Members Present:**  Kathleen Hinga, Rona Gurkewitz, John DeRosa, Veronica Kenausis, Isaiah Thergood, Thomas DeChiaro, Rebecca Woodward

**Guests:**  Kari Swanson

At the beginning of the meeting 12:05pm, there was quorum.

A motion was passed to accept the October minutes, as amended.  1$^{st}$ – K. Hinga, 2$^{nd}$ – R. Gurkewitz

> Yes – 5, Abstain – 2 (due to absence of last meeting)

Old Business:

> I. Thergood will ask Gregory Heimbuecher, a Computer Science major, to join the ITC as a student representative.

> Distribution of Hardware to Campus Faculty

>> J. DeRosa and T. DeChiaro explained that there is a 4-year refresh cycle for computers on campus, pending budget constraints

>> T. DeChiaro discussed the process of the refresh policy with Deans at the last Dean's Meeting

>> J. Esposito has a database of current machines and will work with the Deans as to how these machines are updated and replaced

>> A list of current machines and owners was sent to Dean House, then forwarded to K. Hinga

>>> Deans want to be involved in understanding the eligibility and prioritization of the refresh cycle for their areas

>>> Deans are making final decisions on replacements of machines, with input from Department Chairs and their Technology Chairs

Here is the process of the decisions for new machines that occurred for SPS

Dr. House gave each Department Chair a list of current machines for their area

Department Chairs discussed with their faculty

These lists were marked for those who wanted new machines

These marked lists were shared with J. Esposito, after reviewed by K. Hinga

Jason sent K. Hinga any questions (ex. Desktop or laptop, etc…)

Jason is updating K. Hinga on his progress

SPS installations of new machines are currently happening

This process seemed to bring about a change in the role of Academic School Technology Chair

K. Hinga reported doing more translation and monitoring of the process

Jason will be sending these same type of lists to other school areas, including academic and administrative

After SPS, then A&S, then Ancell, then VPA, then administrative areas

Here is the new documented process for the refresh policy

J. Esposito will annually send out lists of current machines to the academic and administrative areas

Deans or Administrative Supervisors of these areas will give their recommendations from their Department Chairs, School Technology Chairs, and Faculty/Staff to J. Esposito to deploy

The ITI Organization Chart was handed out to the ITC committee members as requested at the last meeting

Status of Visual Studio 2013 software on campus

Steve is on vacation at this time; update at the next ITC meeting

Currently have 2008 and 2010 versions

Computer Science Department would like the 2013 version available on campus for Spring 2015

Needed in WS 116, 117A, and 103 classrooms, as well as public computer labs

Status of machines in storage

A good portion of the machines that were in storage over the Summer semester were deployed to the VPA and other faculty around campus

Another round of machines will be purchased soon for the refresh policy deployment, depending on the status of the budget

Status of Internet Explorer upgrade version 11

Tom gave the ITC committee background on the decision to not upgrade IE for so long, prior to his start here at WCSU

There was a risk factor concern

M. Pisano pushed out IE 11 to all classrooms and labs

Waiting to deploy to faculty & staff

Faculty & Staff Testing still needs to be completed

Enrollment Services staff currently testing with Banner inb and IE 11

Should go live soon

There was a question regarding the rollout of modern browsers

Fire Fox is next, but there are some problems at this time

Chrome is not an option

Security concerns

Vulnerability

Tracks everything the user does

R. Gurkewitz mentioned that faculty were having problems with IE 8 and websites needed to teach

These problems are now fixed with the deployment of IE 11 to classrooms & labs

This is a great example of one of the roles of School Technology Chair

The committee recommended that ITI post this status update on current and modern browsers

Status of Faculty Training for Banner

This subject will be on the agenda for the next meeting for more clarification

New Business:

<u>Status of Election for ITC Chair</u>

The committee reviewed the duties of the ITC Chair

Send out email to call for agenda items for upcoming meeting

Prepare agenda, even if there are no agenda items submitted

Make minutes available to committee and university

Follow-up on any action items from minutes

Submit committee annual report to Faculty Senate

Liaison from ITC to campus community

The committee agrees to the election of an interim ITC Chair for the Spring 2015 semester

Then elect a new ITC chair for the new two years, at the end of the Spring 2015 semester

A motion was passed to elect Rona Gurkewitz as interim ITC Chair for the Spring 2015 semester.

1$^{st}$ – K. Hinga, 2$^{nd}$ – I. Thergood

Yes – 6, Abstain – 1 (R. Gurkewitz)

<u>Status of Review of ITC Bylaws</u>

A motion was passed to table discussion of the review of the ITC Bylaws to the next meeting

1$^{st}$ – V. Kenausis, 2$^{nd}$ – K. Hinga

Yes – 7

Meeting adjourned at 12:56pm

Next meeting is Thursday, February 5, 2014 at 12pm in the Haas Library, 3rd floor, room 309

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, October 23, 2014 at 12pm in OM 304D**

**Members Present:** Kathleen Hinga, Rona Gurkewitz, Mitch Wagener, Terry Wells, John DeRosa, Veronica Kenausis, Isaiah Thergood

**Guests:** Kari Swanson

There were introductions made among those attending this ITC meeting.

At the beginning of the meeting, there was no quorum; only 50% of the members were present (M. Wagener left at 12pm, T. Wells arrived at 12:15pm)

> (need over 50% of members in attendance for quorum)


Old Business:

> The ITC would like answers to the following questions:

>> How is hardware distributed to faculty on campus?

>> Please provide organizational chart for ITI

>> Please explain the refresh policy for faculty computers

>> Please provide a current list of faculty computers, in regards to the refresh policy, by school

>> What is the status of receiving Visual Studio 2013 software on campus?

>> How many PCs are in storage and need to be deployed?

>>> A faculty member asked for clarification on a rumor that there were 150 computers delivered during summer

>>>> Were they all used at VPA?

>> Why isn't there a version higher than 8 for Internet Explorer at this university?

>>> Classes in HTML 5 and web production need a higher version

>>> IE 9 is in some classrooms, but not all

>> There was also a concern expressed for more training of faculty in Banner web

> J. DeRosa volunteered to get these answers for the ITC from ITI

The following suggestions were made by the ITC to ITI:

Can WCSU lease computers?

Can WCSU out-source non-strategic ITI work?

Can there be a dedicated ITI person for each of the academic schools, for assistance daily?

Can there be an ITI Faculty Relations person?

Can there be an ITI Student Relations person?

Can there be an ITI Student Affairs person?

The purpose of the ITC was discussed:

To help develop the vision of WCSU Technology, with update from the BOR

ITC faculty members can't help with this above, until operation needs have been met as described above

Below is a possible flow of ITC activity:

WCSU Technology Committee Chairs from each school give vision on technology to ITC

WCSU ITC members would then give this vision to ITI

There was also a question as to:  What is the responsibility of the ITI to Academic Computing?

New Business:

Election of Chair

It was expressed that the chair of this committee should be a faculty member

K. Hinga will contact the other faculty members on the ITC and have a side discussion

V. Kenausis will ONLY convene the ITC meetings for the rest of Fall 2014 until there is a Chair elected

There was a discussion of the duties of the ITC Chair

Send out email to call for agenda items for upcoming meeting

Prepare agenda, even if there are no agenda items submitted

Make minutes available to committee and university

Follow-up on any action items from minutes

Meeting Schedule

The November and December 2014 meetings will be on the 2$^{nd}$ Thursday of the month from

12pm to 1:30pm.

Changes in Bylaws

There was a discussion about making some changes in the ITC's bylaws

Regarding membership

Include an ITI faculty advocate?

R. Gurkewitz will contact I. Thergood, SGA President, to suggest names of possible MIS or computer science students

I. Thergood will confirmed one of these students as a member of the ITC and will be at the next meeting

Meeting adjourned at 12:30pm

Next meeting is Thursday, November 13, 2014 at 12pm in the Haas Library, 3$^{rd}$ floor, room 309

The last meeting of the Fall 2014 semester will be Thursday, December 11, 2014 at 12pm in the Haas Library, 3$^{rd}$ floor, room 309

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, March 13, 2014 at 12pm in OM 304D**

**Members Present:**  Kathleen Hinga, Rona Gurkewitz, Mitch Wagener, Terry Wells, John DeRosa, Veronica Kenausis, Isaiah Thergood,

**Guests:**  Kari Swanson

There were introductions made among those attending this ITC meeting.

At the beginning of the meeting, there was no quorum; only 50% of the members were present (M. Wagener left at 12pm, T. Wells arrived at 12:15pm)

(need over 50% of members in attendance for quorum)

Old Business:

The ITC would like answers to the following questions:

How is hardware distributed to faculty on campus?

Please provide organizational chart for ITI

Please explain the refresh policy for faculty computers

Please provide a current list of faculty computers, in regards to the refresh policy, by school

What is the status of receiving Visual Studio 2013 software on campus?

How many PCs are in storage and need to be deployed?

A faculty member confirmed that 150 computers were delivered during summer

Were they all used at VPA?

Lots of rumors going around campus, due to lack of transparency

Why isn't there a version higher than 8 for Internet Explorer at this university?

Classes in HTML 5 and web production need a higher version

IE 9 is in some classrooms, but not all

There was also a concern expressed for more training of faculty in Banner web

J. DeRosa volunteered to get these answers for the ITC from ITI

The following suggestions were made by the ITC to ITI:

Can WCSU lease computers?

Can WCSU out-source non-strategic ITI work?

Can there be a dedicated ITI person for each of the academic schools, for assistance daily?

Can there be an ITI Faculty Relations person?

Can there be an ITI Student Relations person?

Can there be an ITI Student Affairs person?

The purpose of the ITC was discussed:

To help develop the vision of WCSU Technology, with update from the BOR

ITC faculty members can't help with this above, until operation needs have been met as described above

Below is a possible flow of ITC activity:

WCSU Technology Committee Chairs from each school give vision on technology to ITC

WCSU ITC members would then give this vision to ITI

There was also a question as to:  What is the responsibility of the ITI to Academic Computing?

New Business:

Election of Chair

It was expressed that the chair of this committee should be a faculty member

K. Hinga will contact the other faculty members on the ITC and have a side discussion

V. Kenausis will ONLY convene the ITC meetings for the rest of Fall 2014 until there is a Chair elected

There was a discussion of the duties of the ITC Chair

Send out email to call for agenda items for upcoming meeting

Prepare agenda, even if there are no agenda items submitted

Make minutes available to committee and university

Follow-up on any action items from minutes

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Regarding membership

Include an ITI faculty advocate?


R. Gurkewitz will contact I. Thergood, SGA President, to suggest names of possible MIS or computer science students

I. Thergood will confirmed one of these students as a member of the ITC and will be at the next meeting


Meeting adjourned at 12:30pm


Next meeting is Thursday, November 30, 2014 at 12pm in the Haas Library, 3rd floor, room 309


The last meeting of the Fall 2014 semester will be Thursday, December 11, 2014 at 12pm in the Haas Library, 3rd floor, room 309

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, January 9, 2014 at 12pm in OM 304D**

**Present:** Kathleen Hinga, Thomas DeChiaro, Veronica Kenausis, Rebecca Woodward, John DeRosa, Mitch Wagener

There was no quorum for this meeting, so there were only discussions.

There was a discussion to elect a new ITC Chair; Tom will finish out this academic year as ITC Chair.

There was also a discussion about the roles of the Faculty Technology Chairs.

There was also a discussion about creating a simple form for requesting IT equipment and instructions for this process.

There was also a discussion about the refresh cycle.

There was also a discussion about the need to update the website for ITC information, including agendas, minutes, members, and dates.

Tom invited the ITC to attend Nick Donofrio's presentation to the ITI. Kim will send an email with more information.

Meeting adjourned at 1:30pm

Next meeting is Thursday, March 14, 2014 at 12pm in the OM 3rd floor conference room

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, September 19, 2013 at 12pm in OM 304D**

**Present:** Rona Gurkewitz, Terry Wells, Thomas DeChiaro, Veronica Kenausis, Corey Paris, Rebecca Woodward, Ana Mendieta, John DeRosa, Stephen Wagener, Kathleen Hinga, Richard Montague, Stephen Veillette

**Absent:** William Joel

- ❖ Steve and John drove this meeting, since Tom was at an off-campus meeting

- ❖ Introductions were made between the new and returning members of the ITC

- ❖ The proposed calendar of meetings was discussed for Fall 2013 and Spring 2014

  - ➢ It was agreed to change December's meeting to the 5th and delete January's meeting from the calendar

  - ➢ Kim will revise the calendar of meetings and email to the ITC

- ❖ It was decided to move the By-Laws discussion to the October meeting, when Tom can attend

- ❖ A discussion began regarding the cycle of replacements of computers on campus

  - ➢ The committee asked about the status of a typed refresh policy

    - ▪ There is a need for a written plan to be communicated to the campus community

    - ▪ There was also a question as to how a faculty member requests a laptop, in addition to their desk computer

- ❖ There was a discussion regarding software requests from faculty

  - ➢ John suggested using Sharepoint to manage faculty software requests

  - ➢ Steve is working on creating a webpage for available software for faculty

    - ▪ Forward any suggestions to him via email

    - ▪ Steve is working on the site license for Adobe Master Suite for the campus

- He is also working on removing the manual process for software installation

  - Looking into remote, electronic delivery of software

❖ A discussion began regarding the problem users are having with Internet Explorer and Blackboard

  ➢ There needs to be a new default or new choices for using Blackboard on campus computers

    - There is a problem with some older computers on campus that can't support the software updates for the other browsers

    - It was asked if the lab computers could launch Chrome as a default, in place of Internet Explorer?

      - Or could alternate browsers be available on the lab computers?

❖ John updated the ITC on the following projects:

  ➢ MapWorks, Re-engineering Project (BPR), TargetX, and Salesforce.com

❖ There was also a discussion on the streaming video project

❖ Meeting adjourned at 1:20pm

❖ Next meeting is Thursday, October 24, 2013 at 12pm in the OM 3$^{rd}$ floor conference room

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, April 17, 2013 at 12pm in OM 304D**

**Present:** Rona Gurkewitz, Terry Wells, Thomas DeChiaro, Veronica Kenausis, Michael Fraser, Rebecca Woodward, Thomas Walker, John DeRosa, William, William Joel, Stephen Wagener, Daniel Barrett (guest)

**Absent:** Kathleen Hinga, Richard Montague

- ❖ A motion was made to approve the March 2013 minutes

  - ➢ 1st - Veronica Kenausis
  - ➢ 2nd – Rebecca Woodward
  - ➢ The vote was approved unanimously

- ❖ Tom updated the committee on his meetings, as well as personnel changes, in Hartford

  - ➢ Wendy Chang is resigning on 6-30-13

  - ➢ There should be an announcement of the new BOR President, to begin 7-1-13

  - ➢ There are changes in state law pending, one regarding the BOR President position

    - ▪ Change to have the BOR President report directly to the BOR, instead of the governor

  - ➢ The CIOs will be having another meeting with Dennis Murphy, acting Chief of Staff, regarding these topics

    - ▪ Blackboard performance

    - ▪ Transition plan

  - ➢ Tom updated the committee regarding Pharos and faculty's ability to print in the libraries

    - ▪ There was a question as to permission to faculty only, not staff

    - ▪ Tom confirmed to give permission to all faculty and staff, with a monthly allowance of $200.00

- Dan began a discussion regarding IT resources available to faculty

    - There is a need for a space on the website that lists all available IT supplies for faculty to teach and conduct research (repository)

        - Should include software and peripherals

    - Tom will ask Steve Veillette work on placing a list of software resources available to the faculty on the website

- Veronica mentioned that the Library sends out a monthly newsletter

    - IT&I can have space to discuss technology on campus

    - Tom will ask Steve work with Veronica

- Tom began a discussion on making revisions / additions to the by-laws

    - This discussion was tabled until next meeting in May 2013

- Nominations for a new chair of the committee for Fall 2013 will be at the next meeting


❖ Meeting adjourned at 1:30pm

❖ Next meeting is Thursday, May 9, 2013 at 12pm in the OM 3rd floor conference room

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, March 14, 2013 at 12pm in OM 304D**

**Present:**  Kathleen Hinga, Richard Montague, Rona Gurkewitz, Terry Wells, Thomas DeChiaro, Veronica Kenausis, Michael Fraser, Rebecca Woodward, Thomas Walker, John DeRosa, William Petkanas (guest)

**Absent:**  Stephen Wagener

- ❖ A motion was made to approve the February 2013 minutes

    - ➢ 1$^{st}$ - Terry Wells
    - ➢ 2$^{nd}$ – Veronica Kenausis
    - ➢ The vote was approved unanimously

- ❖ Tom updated the committee on his meetings in Hartford

    - ➢ Discussions continue regarding policy #1 and #2

    - ➢ As well as Blackboard hosting

- ❖ Tom informed the committee that the Help Desk completed 815 tickets during the month of February

- ❖ A motion was made to elect alternate members to these system-wide IT committees

    - ➢ Faculty Technology Advisory Committee  – William Petkanas

    - ➢ Information Technology Policy Committee  – Rebecca Woodward

        - ▪ 1$^{st}$ - Tom DeChiaro
        - ▪ 2$^{nd}$ – Veronica Kenausis
        - ▪ The vote was approved unanimously

- ❖ Veronica discussed the difficulties that faculty members are having when attempting to print at the libraries

    - ➢ Mike will email Mark Pisano requesting faculty access to Pharos, which should alleviate this problem

- ❖ Veronica informed the committee that storage space is needed to manage access for video streaming projects at WCSU

  - ➢ There is a need for a funding source and this request has the full backing from the Provost

  - ➢ John will meet with Veronica and other IT staff to discuss

  - ➢ Rona suggested that academic purchases be taken into account as well

- ❖ It was suggested that Haas 416B, being used by IT trainers, be accessible for CELT functions

  - ▪ There will be a schedule worked out between Marlene, Becky, and Dr. Barrett

- ❖ Rebecca discussed the risk involved with the university's media from Media Services, University Publications (graphics and photos), and Library

  - ➢ Information will be sent by Scott Volpe to Tom

  - ➢ Tom will discuss with Joe Sousa about media storage areas

- ❖ Rebecca informed the committee that faculty may not be aware of the ability to attend meetings via WebEx

  - ➢ Nancy Heilbronner, Education, uses this technology

  - ➢ The question was raised as to why WCSU uses two different sources for this technology?

    - ▪ WebEx (industry standard) and Vidyo

  - ➢ Tom will work with Marlene to offer brown bag lunch training for faculty on WebEx

    - ▪ Just as CELT does with faculty

- ❖ John began a discussion on governance

  - ➢ Including the importance of ITC's roll in this process

  - ➢ The committee should connect to review bylaws, discuss expanding membership, become more transparent to the campus community by reporting back to areas regarding progress, etc…

❖ Tom will work on evaluating UC's top 5 to 6 major projects in the pipeline and their risk for the ITC in the next few months

❖ There was a discussion regarding the future completion of the Window 7 upgrades

  ➢ Tom reported that Jason is continuing on this project

  ➢ Tom will write a plan for the campus community on faculty computer refreshment

❖ Tom will also plan a strategic presentation on technology to the campus community

  ➢ To introduce the new department name and logo before the end of semester

  ➢ Make is a Question and Answer atmosphere

  ➢ It was suggested that Wednesday at 12pm in SB 125 or SC 2nd floor (double room)

❖ Meeting adjourned at 1:30pm

❖ Next meeting is Wednesday, April 17, 2013 at 12pm in the OM 3rd floor conference room

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, February 14, 2013 at 12pm in OM 304D**

**Present:** Kathleen Hinga, Richard Montague, Rona Gurkewitz, Terry Wells, Thomas DeChiaro, Veronica Kenausis, Michael Fraser, Stephen Wagener, Rebecca Woodward, Thomas Walker, John DeRosa, Edward Mulvihill (guest)

**Absent:** none

❖ Tom introduced John DeRosa, Interim Director of Information Systems, to the committee

❖ Thomas Walker, MIS student, was also welcomed by the committee

❖ A motion was made to approved both the December 2011 and January 2012 minutes

  ➤ 1st - Terry Wells
  ➤ 2nd – Veronica Kenausis
  ➤ The vote was approved unanimously

❖ M. Fraser spoke about requests from SGA, PAC, Greek, and Student Life regarding computer replacement and printers

  ➤ He will send an email to J. Esposito regarding these requests

❖ T. DeChiaro began a discussion regarding the system-wide IT committees

  ➤ Faculty Technology Advisory Committee
  ➤ Information Technology Policy Committee

    ▪ He received a request from Vijay to have the ITC assign a member to these committees, as well as an alternate to each

    ▪ The committee discussed whom should represent the ITC on these committees

❖ A motion was made to appoint Rona Gurkewitz to the system-wide Faculty Technology Advisory Committee

➢ 1st – M. Fraser
➢ 2nd – T. Walker
➢ The vote was approved unanimously

❖ A motion was made to appoint Veronica Kenausis to the system-wide Information Technology Policy Committee

➢ 1st – M. Fraser
➢ 2nd – T. DeChiaro
➢ The vote was approved unanimously

❖ The committee tabled the discussion on appointing alternates to these system-wide committees until next month

❖ T. DeChiaro updated the committee on the Re-Engineering project for WCSU

➢ He shared a PowerPoint presentation with the committee

➢ This project was discussed at the last President' Cabinet Meeting

▪ Due to campus customer service issues and the Admissions process

▪ He has been asked to evaluate and re-engineer this process for potential students

▪ 1st step of this project is to define and measure the process in great detail

• The kickoff meeting will be in early March

• Team A will work on the pre-admit students

• Team B will work on the admitted students

o It was suggested that the following should be added to this team

▪ Isabel Carvalho, Director of Academic Advising

- Emilio Collar, Faculty member, MIS (working on university advising project)

- A Freshman student and a transfer student, appointed by SGA

  - Who are present during Spring Break

- Any technology changes needed will be implemented

- There will be discussions regarding both short-term and long term changes

  o These changes will occur in different phases of the project

❖ The committee discussed the process for project abstracts to be reviewed for consideration

- There should be a matrix built for this process

- Project that support university initiatives from Dr. Gates and Dr. Schmotter

  - Such as retention and customer service

- T. DeChiaro will email the committee a template that he created for the project abstracts

  - He and V. Kenausis will fill out the template for their projects ( Tom (3) and Veronica (1))

  - Should include layout of business justification

- T. Dechiaro suggested that J. Eposito's computer replacement cycle be completed before itemizing projects

- J. DeRosa will bring a few PowerPoint slides regarding the governance model to the next meeting

- There was also a discussion about how UC would handle the painting and decorating of computer labs

  - Tom would not be handling those services for UC in the future

- This discussion was tabled until next month

❖ The committee began a discussion concerning the current bylaws

➢ This was only a discussion, due S. Wagener's and K. Hinga's need to leave the meeting early

➢ There were several question posed, regarding the current by-laws

▪ Should the ITC be university-wide?

• Be the sounding board for the university as a whole?

▪ Should the ITC have a larger representation?

• Add Finance, Student Affairs, etc…?

▪ Should it be possible to bring projects to the committee for consideration and not be a member of the ITC?

▪ Should the committee meet twice a month to get work done, when necessary, but not every month?

➢ The committee should define its scope

▪ Should there be a culture change?

➢ The committee should make decisions with intelligence and transparency

▪ Advantages

• Predictability

• Investments yield

• Positive goal

➢ The committee should evaluate resources as a collective

➢ It may take anywhere from one to two years to implement any of the above changes

➢ The committee will review the current by-laws and make suggested revisions for next month

▪ These bylaws are located on the ITC webpage of the WCSU website

- ❖ T. DeChiaro shared statistics regarding the requests received via the Help Desk

  - ➢ December – 597 requests received and 96% were completed

  - ➢ January – 1181 requests received and 97% were completed

  - ➢ It is difficult to work on innovative projects when UC is down 10 full-time people

- ❖ M. Fraser informed the committee that the current degree audit function in WestConnduit is not functioning

- ❖ T. DeChiaro updated the committee on the Oracle move project

- ❖ Meeting adjourned at 1:28pm

- ❖ Next meeting is Thursday, March 14, 2013 at 12pm in the OM 3rd floor conference room

**Western Connecticut State University**

**Information Technology Committee**

**Thursday, January 24, 2013 at 12pm in OM 304D**

**Present:** Jason Esposito (guest), Kathleen Hinga, Richard Montague, Rona Gurkewitz, Terry Wells, Thomas DeChiaro, Veronica Kenausis, Walter Bernstein (guest), William Joel (guest via Skype)

**Absent:** Michael Fraser, Stephen Wagener, Rebecca Woodward, Student Representative

- ❖ Tom updated the committee on the status of changes to the Windows NT password

  - ➢ This project is currently on hold until mid-Summer 2013

  - ➢ We should be benchmarking with other universities to determine the "documented best practices" for password length, etc...

  - ➢ Want to coordinate this process with the Microsoft 365 for the students

    - ▪ This password change process, that we implement, would be for both staff and student passwords

- ❖ Tom updated the committee on the status of Microsoft 365

  - ➢ There is an issue with the Microsoft Password Migration Utility
  - ➢ Not ready at this time, looking at mid to late March 2013

- ❖ Tom updated the committee on the January BOR CIO Meeting

  - ➢ There have been some concerns from the universities, regarding the proposed move of the Oracle Databases to a centralized instance in Hartford

    - ▪ There are questions about the fundamental business value of the project

      - • We have not seen a project summary identifying the business rational
      - • We have not seen a Project plan or Risk Mitigation plan
      - • We have not seen any ROI analysis

    - ▪ Other considerations

      - • $170,000 in proposed savings, only includes cost of the licensing fees

- o Projected number of licenses may be short
- o Doesn't take into account cost of labor for project (Migration & Testing)
- o Cost of additional hardware and network upgrades

- We have not seen a disaster recovery plan for this project

- An I/T  Committee was recently formed at the BOR

  - It is comprised of 1 student as well as 3 Board of Regent members
  - Nicholas Donofrio is the Chair of the committee, former IBM executive
  - Their first meeting was last Thursday

    - o The committee will be looking at information technology, from a strategic point of view

    - o They are looking forward to working with the universities & CCCs in a collaborative way

- Rich added that there was another meeting at BOR with the union and other individuals, concerning IT policy #1 and #2

  - It was said that a member from each of the university's ITCs should attend the next meeting and should sit on the faculty committee

- It was also mentioned that there was discussion regarding possible changes to the policies

- Tom asked Kim to get the WCSU ITC webpage updated, in these regards:

  - Update roster
  - Update meeting dates for Spring 2013
  - Load past minutes and agendas

- Tom invited the committee to bring IT projects up for discussion

  - His office is currently understaffed by 10 positions

- Tom suggested that this committee look at developing an IT planning cycle for the university, based on semesters, for the Fall 2013 – Spring 2014 academic year.

  - Committee members should send abstracts of proposed projects, received via the Technology Chairs on campus, to the IT chair (committee name Tom for now) for discussion by the committee no later than April 10, 2013 and be ready to discuss priority

- It was decided that we would continue discussions during the Spring 2013 semester, so we can develop a governance model.

❖ Dr. Bernstein stated that there is no representation of Student Affairs on the ITC, but should be

  ➢ Since the ITC is senate based, Student Affairs created their own ITC, under the SGA and it has existed now for 10 years (chair is Ed Mulvihill)

  ➢ The ITC committee will invite Ed. Mulvihill to the next ITC meeting as a guest

  ➢ Dr. Bernstein is retiring this July and would like to get the two ITC committees working together before there is a new VP this summer

  ➢ Dr. Bernstein will invite Tom to the next Student Affairs Director's Meeting

  ➢ The committee is concerned that more groups will want a seat at the table

  ➢ It was suggested that we review the Bylaws to determine if an update or change should be made to include more members.  It would have to be brought before the Faculty Senate for approval.

❖ Tom informed the committee on the top 3 priority projects in UC at this time:

  ➢ Developing Business Continuity & Disaster Recovery Plan
  ➢ Upgrading Network Infrastructure
  ➢ Implementing an Information Security Process & Plan

    - Richard Parmalee has been appointed: Acting Information Security Officer

❖ A motion was made to add Student Affairs representation to the committee

  ➢ 1st – Veronica Kenausis            2nd – William Joel

  ➢ Richard Montague noted that the committee should have a discussion as to what areas on campus need representation on this committee, not just Student Affairs

    - This discussion should also include someone from Arts & Sciences (Stephen Wagener was absent)
    - He suggested we table the motion until we review the By-Laws

- ❖ The motion was withdrawn, pending a comprehensive review of the By-Laws and proposed new governance model.

  - ➢ To look into the structure of the committee, as well as the proposed, new function

    - ▪ Should there be an addition of more members?

      - • There was a suggestion that a representative from Academic Affairs, such as Dr. Atkinson, should attend as a guest to represent those departments (Admissions, Registrar, Student Financial Services, etc…)

      - • It was also suggested that Center Directors should attend as well as guests
      - • These additional members could be ex-officio

    - ▪ What is the function of the committee?

      - • Should it only be concerned with faculty needs or over-all campus needs?

    - ▪ What is the committee's mission statement?

- ❖ Tom suggested that the objective of this committee, for Spring 2013, should be to work through the construct to operate for this Fall 2013

  - ➢ He will debrief Dr. Gates on this committee's discussions and questions
  - ➢ Veronica offered to debrief Stephen Wagener

- ❖ A discussion, concerning department computer replacement, began

  - ➢ Jason Esposito explained that replacement of department computers is a different process from proposed projects

    - ▪ It is done in a cycle and this process is currently behind; the replacement is planned 2 years out
    - ▪ There needs to be a compiling of lists of the computers by age of machine and a plan to replace by chunks for proper rotation

      - • Security in user services is a priority as well

- ❖ There was also a discussion about the campus policy of more than one computer per employee

- ❖ Meeting adjourned at 1:37pm
- ❖ Next meeting is Thursday, February 14, 2013 at 12pm in the OM 3rd floor conference room