

Information Technology Standing Committee

MINUTES

OCTOBER 31, 2011 1 – 2 P.M.

MEETING CALLED BY	Jim Sage
TYPE OF MEETING	Initial Organization Meeting
FACILITATOR	Jim Sage
NOTE TAKER	Jim Sage
ATTENDEES	Jim Sage, Frederick Berry , Aimee DeChambeau , Trevor Engelsman, Kim Haverkamp, Mary Hardin, Stewart Moritz, Eric Mundy, Kellen Curtis Reusser, Mark Shermis, Laura Spray Absent: Alvaro Rodriquez, Yingcai Xiao

Agenda topics

1:00 – 1:10 INTRODUCTIONS JIM SAGE

DISCUSSION	Members introduced themselves and gave a brief overview of their experience in information technology.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

1:10 – 1:20 ELECTION OF OFFICERS JIM SAGE

DISCUSSION	Members interested in an office discussed their background and qualifications for the
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	position. Votes were cast by secret ballot and tallied after the meeting.	
CONCLUSIONS	Chair – Laura Spray, Vice Chair – Mary Hardin, Secretary – Kim Haverkamp	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

1:20 – 1:50 IDENTIFY GOALS JIM SAGE

DISCUSSION	Discussion of campus needs and committee goals	
CONCLUSIONS	<p><i>The goals we chose to focus on are:</i></p> <ul style="list-style-type: none"> • Stay abreast of information technology trends in higher education <ul style="list-style-type: none"> ○ We agreed to form two workgroups to conduct research and communicate potential needs to our Standing Committee ○ One workgroup will focus on student technology and the other will focus on academic technology <ul style="list-style-type: none"> ▪ <i>If you're interested in sitting on either workgroup, please let me know</i> ▪ <i>In addition, we'll need a chair for each workgroup, let me know if you're interested</i> • Meet with the University's VP for ITS to review project charters and progress, policies, academic and administrative technology needs and recommendations <ul style="list-style-type: none"> ○ This will include plans to more broadly introduce and deploy technology on campus ○ In addition, we'll provide links for the campus community to useful IT resources and best practices • Provide / receive continuing input and feedback to/from ITS on systemic and tactical execution issues <ul style="list-style-type: none"> ○ This will include projecting infrastructure required to support planned initiatives ○ Will also include identifying and acting on quick hit opportunities 	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

1:50 – 2:00

DETERMINE MEETING SCHEDULE

JIM SAGE

DISCUSSION	Committee agreed to meet the first Monday of every month at 4:00 p.m. in LH 414	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Next UC-IT Meeting: Mon., Dec. 5, 4 – 5 p.m., Leigh Hall 414

Information Technology Standing Committee

MINUTES

DECEMBER 5, 2011 4 – 5 P.M.

MEETING CALLED BY	Laura Spray
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Laura Spray
NOTE TAKER	Kim Haverkamp
ATTENDEES	Laura Spray, Jim Sage, Frederick Berry , Aimee DeChambeau , Kim Haverkamp, Stewart Moritz, Alvaro Rodriquez, Kellen Reusser, Yingcai Xiao Absent: Mary Hardin, Trevor Engelsman, Mark Shermis, Eric Mundy,

Agenda topics

4:00 – 4:20

VISION 2020 LEADERSHIP AGENDA

JIM SAGE

DISCUSSION	Jim Sage reviewed the high level initiatives that align with VISION 2020 (see SharePoint: 2011-2012 Vision 2020 Academic Support).		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

4:20 – 4:35

ITS KEY INITIATIVES

JIM SAGE

DISCUSSION	Jim Sage reviewed the Summary of ITS Major Initiatives document and answered
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	questions (see SharePoint).	
CONCLUSIONS	Committee members will be provided with the Board of Trustees monthly report after each Board meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:35 – 4:45

GENERAL BUSINESS

LAURA SPRAY

DISCUSSION	<p>The Oct. 31 Minutes was approved.</p> <p>Members identified their interest in serving on either the academic subcommittee or the student subcommittee. John Savery and people from Desktop Team should be part of the academic group.</p> <p>The creation of a CIO advisory group of students was discussed. This group will included the ASG and GSG members of the IT Standing Committee as well as student not on the committee.</p>	
CONCLUSIONS	<p>Academic Subcommittee: Laura Spray (chair), Eric Mundy, Stewart Moritz, Kim Haverkamp</p> <p>Student Subcommittee: Jim Sage (chair), Kellen, Reusser, Fred Berry, Aimee DeChambeau, Laura Spray</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Poll the rest of the committee to determine which subcommittee they will serve.	Laura Spray	
Convene first meetings of each subcommittees	Laura Spray – Academic Jim Sage - Student	

DISCUSSION	Everyone verified that they could access the University Council SharePoint and the website. Laura Spray gave an explanation of University Council and the way information flows.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Next UC-IT Meeting: Mon., Jan. 9, 4 – 5 p.m., Leigh Hall 414