

IT Advisory Committee Minutes

February 18th, 2008
3:00 pm in Dauch 100

Present: Bev Heimann, Linda Swanson, John Sikula, Curtis White, David Stuck, Dreama Knight, Bill Weiss, David Lifer, Jim Kirtland, Boris Kerkez,

Absent: Pat Edwards, Tony Box, Bobby DeSeyn and Vicki Taylor

Curtis introduced David Stuck who is filling in for Bobby DeSeyn

January Minutes – Reviewed, changes will be made.

Bev informed the committee after the last meeting she looked into hours for the “mini term” after graduation. Each class will be extended 15 minutes to meet the requirements.

Boris is unable to talk with Cathy Stoffer (she’s been sick) about the HP Grant.

John Moved to approve all agreed. Changes will be made to the minutes and will be 1 be posted to the IT website.

Carryover Agenda Items/Updates

IT Staffing Update –

Content Developer/Instructional Designer – Mr. Timothy Lombardo has accepted this position and will begin March 10th. He is finishing his MS in Instructional Technology and will be relocating from PA. Contract is completed.

Client Support & A/V Specialist – Desktop and A/V support primarily for the Regional Centers. Position posted and interviews ongoing.

Systems Management Analyst – May restructure into a Director/Project Manager position within IT - still reviewing options

Content Developer/Instructional Designer – The funding for Kenneth Ocheltree expires at the end of June. Discussions with the Provost and Deans are ongoing to identify funds for continuing this position for 08-09. There is a real need for two content developers. We are looking for permanent funding. **Dave** asked if Tim and Ken have the same job, **Curtis** stated yes, but Ken has additional training and experience. There is a need for two people in this role supporting AU faculty members. Steve Kaufman could fill in for this position we need him in classroom doing training for Angel, Exchange and other applicartions.

Grant Initiatives – Nothing to report

Projects/Initiatives/Updates

- Stadium Technology – Meeting with architects and Development to discuss technology needs and expectations for the facility. Curtis and IT staff will be going over the needs room by room with the architects to envision what will be happening.
- Full Disk Encryption – Summer/Fall rollout planned for AU laptops. Encryption will be on all AU owned laptops following migration to MS Active Directory.
- IT Policies under review and revision – Cell Phone and Printer Policy are under development. The draft is still under development. New hires are required to have phones will have the phone stipend included in their base contract. Centralized printer operation, like Schar printer in major work areas campus wide, gradual transition. As the desktop printers expire multi function printers will be installed. **Dave** asked if he could buy his own printer. Curtis is not sure about that right now but it will be addressed as the policy is developed. **Bill** stated that it makes sense to have local printers on some desks. **Curtis** stated that it's necessary to respect the confidentiality of print jobs, but his could be possibly solved through the use of printer access codes. Curtis believes each area needs to be looked at. AU will be leasing about 65 printers from MT. The cost per page is is much lower than that of desktop printers (inkjet or laser).
- Faculty Refresh – Planning for SU08. Faculty input by May 1st; Order in May for July 1st delivery; Distribution to Faculty over summer (60 +/- systems) and at Faculty College (20+/-)
- Microsoft Migration – Progressing well; Authentication/Print/File Services being tested in IT for a SP08 rollout across campus. Exchange email (web interface) in SU08 across campus (after AU graduation and mini-term). Training will be provided. Staff wanted to make sure all will go well, so we've decided to hold off until after spring semester. We are currently not supporting Outlook. Currently looking into Gmail for students.
- Angel Migration – First set of sections migrated and faculty trained. A line through it means the section is done.
 - ~~October – Purchase limited license (done) and install Angel~~
 - ~~Nov/Dec – Limited faculty training and migration of 40 sections (+/-)~~
 - ~~Jan – 40 sections online with Angel (rest with WebCT)~~
 - Mar/Apr – Faculty training and migration of summer sections
 - May/Aug – Migration of all courses to Angel and Faculty Training
 - June 30th – Decommissioning of WebCT
 - Aug – All sections on Angel

- SP/SU 09 – ePortfolio? (\$9,000 budget source has not been identified)
COE and Seminary are chopping at the bit, \$9000 annual cost; no budget means if we need it we might have to collaborate on where the funds come from.
- Communications Assistance for Law Enforcement Act (CALEA)
 - Working on AU statement. Statement is ready just needs drafted.
- Budget Development for FY08-09
 - Funding restored but playing catch up at the Regional Centers - \$750,000, four-year plan to upgrade the teaching spaces at the Centers. Two were completed at the Columbus Center. **John** added that the upgrades at the Columbus Center were very well received by faculty members. **John** congratulated the IT staff on a job well done. **Bill** asked if the funding restored will pay for technology in new facilities. **Curtis** stated that leasing equipment for 3 years is one option we're looking at but technology in the new facilities will not come from operational funds.
- Information Commons – Nothing to Report

Visits/Meeting

- IT Meetings at Centers
 - Columbus and Stark in completed Fall Semester
 - Elyria and Cleveland in the Spring Semester
- Campus emergency notification systems
 - Ohio College and University Business Officers briefing in April
 - Expanding test features to PA, WRDL and email. A couple of buildings have public announcement capabilities. Each test a survey is sent out to users to find out what other options would be good. Coordination and communication efforts are where we want to be.

Committees and Subcommittees

- IT Strategic Planning – Revisions will be tied to the AU Strategic Plan
- Committee – Sandi Carpenter facilitates and meets 1st Tuesday of each month. Faculty
- Data Standards Committee – Meets monthly to determine data entry standards
- Microsoft Implementation Team – Workgroup located in Patterson 103

Discussion Items

- Budget Development for FY08-09 – Substantial funding allocated for technology at the Regional Centers over the next several fiscal years.
- IT Strategic Plan – Summer 2008
 - IT's plan will be with the AU Strategic plan. This will be developed over the summer and to the ITAC at 1st meeting fall semester to talk about priorities and scope. .

- Administrative Computer Refresh – Nearly 300 of over 1,000 systems are out of warranty (Cabinet discussion item)
 - We have close to 300 systems covered under faculty refresh, 600 academic systems, over 1000 administrative computers in all offices and about 1/3 are out of warranty. A hard drive on a 1-3 yr. old 95% confidence 3-5 yr old computers about 75% anything older hard drives start to die. Many systems couldn't run Vista but we are not moving to it at this time. Curtis is talking to the Cabinet about how we can refresh about 100 per year. IT can't cover these needs with the current budget mode. Departments are obligated to purchase usable systems for their staff and administrators. The price has come down to about \$850 per PC/Monitor. **Bill** would like to know how old systems in his dept. are. **Curtis** stated that Sandi has the list. **Boris** asked how long our warranties are. **Curtis** stated that older systems have a 3yr. while the new systems have a 4 year warranty. Jeff Wiedenhamer is giving a lecture soon on how we in America dispose of our obsolete technology. AU recycles everything through Dell in an environmentally certified fashion.

- Committee Members – Colleges and UG and GS representation
 - Need a member from each of the colleges. Curtis will asked if Pat can have a rep. to fill in for her. If you miss more that 2 meetings it would be good to send someone in. We have lots going on in IT and we want to get the word out.

- Service Level Agreement – Developing a SLA for arrangement with the Seminary
 - Helps in determining levels of support and tracking technology needs What and terms of support. We'll develop a template for articulating the support campus wide. How quick problems should be resolved. We will be starting with the Seminary.

- Other Items???

John Sikula for the record stated that exit interview with the North Central Accreditation Team recognized technology as one of the major strengths of the campus. John wanted to extend the committees appreciation for the work IT does. **Curtis** met with several Team members covering how systems are rolled out, budget and supporting facilities. **Curtis** is very proud of what we've done at AU as far as technology goes and how it helps us teach and learn at AU.

IT project time line handout **Bill** asked about the Microsoft. **Curtis** stated that Novell is going away and MS will be implemented. We already have people trained and qualified. **Linda** wanted to know if the new email will be easier to use. Curtis remarked that it is easier and has similar features as GW. With GW we have the web and client interface and they behave very differently. Moving things to folder on the web version is harder.

We're going with the web version only with Exchange. An export utility being tested to export GW to Exchange emails. Staff would like to wait until after graduation for transition. We're holding off until after graduation. **Boris** asked about using Outlook **Curtis** stated that it can be used at this time but it's not something IT is supporting.

Boris made a motion to adjourn all agreed.

Next Meeting – March 17th at 3 pm in Dauch 100 (Spring Break is the week of 3/10)

Motion to Adjourn