

**INFORMATION TECHNOLOGY PLANNING COUNCIL MEETING**

**Minutes – December 1, 2011**

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| Date: November 9, 2011 (ITPC), November 21, 2011 (IT directors), November 30, 2011 (ITPC) |
| **Planning Officer** |
| 🗷 | Curt Heuring, Vice President, Administration |
| **Council** |
| 🗷 | Teresa Nakra, faculty, co-chair ITPC, School of Art and Communication |
| 🗷 | Eileen Alexy, faculty/faculty senator, School of Nursing, Health & Exercise Science |
| 🗷 | Sunita Ahlawat, faculty, School of Business  |
| 🞏 | Julie Hughes, faculty, School of Humanities and Social Sciences (excused) |
| 🗷 | Karen Clark, faculty, School of Science |
| 🗷 | Arti Joshi, faculty, School of Education |
| 🗷 | Sharon Whitfield, faculty, Library |
| 🗷 | Jennifer Wang, School of Engineering |
| 🗷 | Thomas Mankovich, staff senator, Records and Registration |
| 🗷 | Stephen Kornas, student government |
| 🗷 | Grace Moran, student government |
| 🗷 Laurie Wanat, staff senator, Department of Math & Stats**Ex officio** |
| 🗷 | Pat Pasinski, Information Technology |
| 🗷 | Jeff Kerswill, Information Technology |
| 🗷 | Shawn Sivy, Information Technology |
| 🗷 | Nicole Parkman, Information Technology |

**Campus wide strategic planning efforts:**

ITPC members are encouraged to attend the strategic planning session for planning councils on December 7 from 1:45 to 3:15 in SCP 117. Doodle poll link was sent to membership to sign up. There are at least 7 members of ITPC signed up to attend.

**CIO search:**

Teresa Nakra will serve as the liaison between ITPC and the CIO search committee.

**ITPC strategic planning:**

The remainder of this meeting and two subsequent meeting were spent categorizing the data that was submitted by the membership regarding strategic vs. operational initiatives. ITPC will focus on strategic issues. What is a strategic issue? It’s an issue that is important or essential in relation to a plan or objective. Our plan and objective –To use Information Technology to help The College be a national exemplar in the education of those who seek to sustain and advance the communities in which they live.

The strategic initiatives were categorized by ITPC, the operational initiatives will be responded to by the IT Directors. Throughout the discussions, there is a realization that staffing, funding and reinstatement/increase of budgets will be key to many of the critical issues discussed.

The categories identified for consideration as IT strategic initiatives include:

**Category 1 – Communications Technology**

* Campus-wide wireless
* Mobile Technologies
* Updated campus-wide telephony services for emergencies, including reliable text message systems, and Academic/Administrative use/phone system replacement
* Improve cellular coverage on campus, particular in the residence halls

**Category 2- Business Continuity/Security**

* Routine third party audits for vulnerability assessment and risk analysis of IT security
* Disaster Recovery/Business Continuity
* Campus technology infrastructure stability and redundancy
* High security expectations – e.g. guest lecturers unable to login to wireless (even though setup in advance). Many campuses have easy access to wireless; work with faculty to create approaches to security that must be flexible and risk-based
* Payment Card Industry compliance
* Compliance of IT systems

**Category 3 – IT Planning**

* Create a centralized data warehouse and a comprehensive campus wide reporting structure to ensure sound data-driven decision making
* Strategic Planning / Project management / prioritization-Governance system that helps sets priorities for allocating resources across needs and among emerging technologies to support teaching and learning
* Advancing our Administrative Systems - consideration of going to the cloud in the future; Some examples include: HR- Adjunct, Time and Labor, Applicant/Resume Processing, Finance, Student Systems, Business Intelligence, Imaging, Faculty Management System for Academic Affairs that can support on-line teacher evaluations, E-Transcripts, replacement systems for SOCS, R25; new systems for recording co-curricular transcripts (currently a committee working on creating a leadership program that would act almost as a concentration) and more flexible tool sets needed to replace older technology already built
* Project Management – Projects not managed properly waste money and resource time. It is very typical to have a dedicated position to Project or Portfolio Management. This position also assists in the IT governance process- Manages and ties the campus projects together to ensure that the campus his helping in prioritizing the IT Requested Projects.
* Be clear what we have funding for before the work effort is spent on researching, RFP process, vendor selection, etc
* For every central adoption of a new technology service or application on campus, invest sufficient funds and resources to ensure adequate support by promoting practices that foster and develop IT staff
* Identify cost saving approaches that will generate a recurring saving over time while providing high quality information technology services to meet the College’s strategic goals.
* Budget allocations, including a restructure of mini-grants need to be reviewed

**Category 4 – Sustainability**

* Preventative Maintenance on IT systems, including phone systems
* Data Center (update facilities to support the data center – AC/UPS/Generator)
* Upgrading network infrastructure
* Increase storage capacity and performance
* Effective and efficient responsiveness

**Operational issues:**

Items identified as operational will be addressed by the IT directors. Discussions/Descriptions will be submitted to ITPC at a later date. The operational items include:

* Adjuncts emails discontinued
* Restore printsense allocation
* HDTV
* Allow students to print from the dorm room to network printers and later release the print job when they swipe their card
* Windows 7 upgrade – programs crashing ; lost ability to share folders with others
* move from desktop computers to laptops
* iPads
* Technology to show which lab computers are available
* Clickers in class
* security of equipment/computers in the computer labs
* Update monitors in AR124 to 21” - too small for major software (Pro/E, ANSYS) used in that room
* Customized standard images – can we create images for each lab that includes the software needed for class
* Develop methods/actions to check/solve compatibility issues after imaging. Software should be available for testing at least 2 weeks before the semester starts
* Set threshold for small software/hardware purchases that can be purchased easily (either from department budget or a specific IT budget set aside for this)
* evaluation of the switch to Wordpress for our websites
* Windows Server Management (finding the tools to give us all the feature Netware had)
* Identify ubiquitous applications that would increase productivity and intellectual property security.
* ERP on VM (scalability & enhanced DR options -- vendor support a question)
* More transparency in the budget request system
* timeline for moving faculty / staff to google apps - allowing fac/staff to interact with students using the tools (docs, spreadsheets, calendar, etc.) that google apps provide
* Explanation of who makes decisions on IT funding for academic areas
* VMWare enhancements (performance, management, monitoring & security)
* VPN access for the students so they can access SPSS, SAS etc
* Difficult to get funding for emerging software/hardware
* Campus staffing cutbacks led to more student workers but desktop computers are not readily available. Currently have students using lab computers
* Software requests:
	+ Arts & Communication
		- Communications Studies - 1 Terabyte G-Raid hard drives for video editing and raw video content
		- Music – update keyboards – currently using 2001 Clavinovas keyboard with floppy disk drives.
		- Art Department - Typography design software, image database management system, smart boards, printers.
	+ School of Business
		- Omniture Web Analytics – SOB

**Operational items to be addressed in collaboration with Center for Excellence in Teaching and Learning** (**CETL):**

* Provide computing cluster available to all faculty
* Enhance appropriate discipline support for teaching and learning which includes assistance with instructional design

Promote teaching and learning with Technology - Determine how we can support, promote, communicate assist the academic areas with new teaching technology. Develop plan for funding/partnerships with faculty