**Information Technology Planning Council Meeting**

**October 2, 2013**

**Meeting Minutes**

* Introductions
* Teresa Nakra was elected chair of committee
* Enterprise Applications
  + Staffing changes – hired a new developer; another developer was transferred to them.
  + Working to train all developers in all areas of Enterprise Applications
  + Human Resources has an RFP out to purchase a web application and screening tool. The software will be used for prospective employees to apply online and to help manage the search process. Human Resources and EA are working on a web-based timesheet to replace the current Scantron forms. HR is working developing appropriate business practices and will discuss the project with the unions prior to development. EA hopes to have a solution in place by fall 2014.
* IT Project Manager
  + New software BookIt event scheduler went live in June 2013
  + New student billing software for printing and mobile printing – currently evaluating solutions to address student printing and chargeback and reporting to administrative/academic units.
  + EMS Calendar software is being shelved until January
  + Working with School of Education – LiveText (e-portfolio, test scores, etc.) software
  + Working with Tenure and Promotion group to research software to see if Digital Measures is working for faculty (a three-year agreement has been purchased; 2 ½ years are left on the contract). If not, other software solutions will be considered. Digital Measures currently requires faculty to develop a binder and a digital copy when working towards tenure or promotion, which can seem redundant. Also, some faculty feel uncomfortable sharing all information via Digital Measures.
  + Timesheets can be distributed to students via the web using Time Sheet X. This product was deployed in the fall 2012.
  + Working with Student Affairs, Bonner center and others to find software to track and manage student clubs and organizations.
* User Support Services
  + Computer summer upgrade and replaced many computers, added 14 smart computer stations (every classroom has access now)
  + Working on new telephone system for the college. This will enable phones to be removed from student rooms. The switch will be purchased by December 2013. All campus office phones will be replaced by Fall 2014.
  + Moved computer science faculty to Forcina Hall
* Networking
  + Looking at adding wireless to campus buildings, according to existing plan. Almost all academic buildings are scheduled to have wireless internet access by summer 2014.
  + You can view wireless map online; green buildings have wireless
  + Several new spaces will be getting wireless upgrades over this year (Music building, Forcina, Kendall, and Social Sciences).
  + Brad Coburn handled the transition to Forcina from Holman admirably
  + 80% of students have smart phones; 60% are Verizon (even though Verizon doesn’t have strong signal here). IT is working with Verizon to enhance cell service.
  + NJ Bond funds were approved to make major upgrades to our data network infrastructure (with redundancy and secondary access points) – totaling $7 million.
* Canvas
  + Lots of training has been scheduled this semester
  + SOCS will be officially retired in June 2014.
  + Ryan met with SG about Canvas; they are happy with the system
  + Difficult for students to use both SOCS and Canvas
  + Some difficulties with integration with Turnitin interface
  + Inbox feature in canvas is not intuitive; you need to sign into canvas to respond to message
  + It is not possible to push out a message immediately (students control frequency of their notifications)
  + Attendance (roll call) in Canvas does not work properly
* IT Communication
  + Jeff Kerswill handed out a sheet detailing vision, meetings and peripheral communications
  + discussed ways that communication be improved with students, faculty and staff
* Jerry Waldron should have regular meetings with Faculty Senate, Staff Senate, and AFT to address and anticipate issues in the implementation of large systems.
* 610 computers replaced on campus this summer; 14 new Smartboards in the School of Education.
* New Helpdesk web application (Magic) seems to be running smoothly; allows tracking statistics on usage and service

Next ITPC meeting: November 6, 2013.