Minutes - November 3, 2010

Attending:  Sunita Ahlawat, Eileen Alexy, Alex Czeto, Julie Hughes, Karen Clark, Jeff Kerswill, Rich Kroth, Teresa Nakra, Alex Pan, Pat Pasinski, Shawn Sivy, Nadine Stern and Yongming Wang. Ryan Gladysiewicz was a special guest for this meeting.

Excused:

Absent: Mark Martinez, Janel Bisacquino

Documents attached to minutes:  5 year wireless plan roll-out; TCNJ's redlined google contract

We discussed the role of ITPC as a unit and the importance of ITPC taking ownership of campus wide IT initiatives, for example, the LMS and the Google Apps for Education initiatives. ITPC members may be asked to serve on subcommittees for these and future initiatives. The importance of reporting back to the groups you represent (faculty or staff senate, student government, your school) is essential to good communication about our initiatives. Teresa Nakra suggested that for future projects/campus wide IT initiatives, we may want to put these to a vote for the membership to endorse or not endorse the particular project.

There was a discussion about the desktop printer removal initiative. Alex Czeto pointed out that if this had been a more gradual process and people were better informed, it may have gone smoother. Nadine mentioned that several faculty and staff have already stepped forward and volunteered to have their local printers removed. For those printers that are returned, they will be kept in our stock to use as replacements if printers in the field do break. Some members mentioned that they will volunteer to give up their printers when they run out of their current stock of toner.

Nadine also mentioned that IT is developing a "responsible printing" page that will not only give tips and tricks and tutorials, but will also show testimonial from faculty that have found creative uses for the multi-functional printer and encouraged the membership to contribute to this. Nadine also mentioned that we keep in mind the environmental impact of using the local printers.

We discussed a few changes to the IT organizational structure. With the resignation of an Associate Director in USS, this gave us an opportunity to flatten our structure, while adding a much needed position in the Instructional Technology Area. A high level org chart was distributed via email prior to the meeting.

A copy of the FY11 infrastructure budget was distributed and discussed, highlighting that there have been budget cuts each year since 2003 and there is an expectation that the FY12 budget will not be any better. Rich Kroth suggested that we investigate potential partnerships with corporations for funding for some of our initiatives. Nadine will be speaking with the new VP of Development about this idea.

Ryan Gladysiewicz gave us an update on the LMS review project. The committee is formed and the first meeting will be Monday, November 15. The tentative time line is:

fall 2010 - form the committee, layout the committee's charge, develop communication tools for the committee's use
spring 2011- investigative work - evaluate available LMS products and feature sets; begin communication to campus, hold open forums
summer 2011 - recommendation for product
AY2011 - 2012 - secure funding, develop implementation plan
Fall 2012 - pilot roll out
Spring 2013 - full roll out (could be pushed back to Fall 2013 if need be)

SOCS will be available during this entire time and will run in parallel with any new system we implement.

Quick discussion about on-line blended learning - professors will be able to choose their own platform, including SOCS. We will invite Mark Kisielica to the December ITPC meeting to have a discussion with us about this initiative along with the our action item of bridging the digital divide between faculty and students and how to encourage faculty to use technology.

Shawn - Google Apps for Education -
- The TCNJ modified contract is currently with Google's legal department. Tom Mahoney has included future considerations for faculty and staff email if we move in that direction in the future.
- The policy and communication committee continues to meet. Policy decisions have been made regarding what to "call" the url. The committee agrees that it will be mail.apps.tcnj.edu; Google domain = will be called apps.tcnj.edu (e.g. mail.apps.tcnj.edu, calendar.apps.tcnj.edu). If a student signs in through the portal, they will not need to know these urls. If they want to sign in directly to Google Apps for Education, they would type this web address in and they would be taken directly to the appropriate site
- Email will still be to/from @tcnj.edu. Shawn explained that if a student becomes a faculty or staff member, he will have a technical solution to make that change and the f/s email would reside on campus.
- The current plan is to roll out email, calendar, google docs which includes documents, spreadsheets, presentations, forms and drawings and maybe the chat function. We still need to do research on how many students currently use Zimbra and also how the calendars between google calendar and zimbra calendar will work.
- ITPC would like to invite Tom Mahoney to a future ITPC meeting to discuss the legal issues: FERPA, data mining concerns, etc. We will most likely invite him for the Feb 2011 meeting.
- We discussed the need for the ITPC representatives from faculty and staff senate and student government to report back what they learn at ITPC regarding this initiative to the groups they represent and for the school representatives to report back to their chair/dean/etc.

IT is planning to roll out Windows 7 this summer - more to follow - probably a demo of what it will look like to the campus at the March meeting

IdM password reset - IT is currently working on implementing a new feature that will give us a web interface to change our password if we forget it. Campus wide email when it is ready. Link currently available at tims.tcnj.edu if you want to see what it looks like. Use your TCNJ login and password to sign in.

**Action items from Academic Advising report and other action items from membership**
Based on Lynn Braender's final report as Academic computing advisor, the membership identified the following action items as ITPC initiatives which will be discussed at future ITPC meetings:

1. Mark K. invited to Dec 2010 meeting to discuss:
Bridging the digital divide between faculty and students and how to encourage faculty to use technology.
- Possible ideas:
  - invite Mark Kiselica to begin to develop a partnership with the Center for Teaching and Learning;
  - go to department meetings to share specific information e.g. how to use the advising module in PAWS and tailor the training to the department
  - identify technology "time savers" that will help with administrative tasks to allow faculty more time to work with their students
  - identify "just in time" training - what is needed and when?

And find out/talk more about on-line blended learning - perhaps invite Mark Kiselica and Beverly Kalinowski to a future ITPC meeting.

2. Mobile Computing: Yongming reported that the library web committee is currently exploring the possibility of developing the mobile library website to better serve the TCNJ mobile device users. The statistics from Public Affairs shows that the library website is the second most visited on campus, only next to the main TCNJ website. Per Janel from SBDC, using wordpress for websites helps with mobility.

3. Research potential sources of grant funding for larger IT projects. Teresa Nakra mentioned specifically NSF grants.

5 - LMS - we have already begun work on this