

UC Information Technology Subcommittee

Minutes

Tuesday, September 06, 2016

4:00 – 5:00

Crouse 119

Present: Godfrey Ovwigho, Linda Barrett, Enoch Damson, Jeanette Berger, Aimee DeChambeau, Scott Randby, Laurel Lohrey

Items discussed:

1. Laptop refresh.
 - Godfrey reported that no budget had yet been allocated for a refresh of the laptops. He estimated that it would require around \$3,000,000 to replace machines for faculty and staff across campus. We discussed the situation and the need to replace machines now that so many existing machines are old and failing.
2. Gmail for students/Office 365
 - Godfrey reported that we are paying for 30,000 licenses for Office 365, which includes email services, and would be enough for our students, as well as faculty. We discussed the pros and cons of switching students' email over to Office 365, and how that could be accomplished if the decision is made to do it.
3. Communication with campus community about upgrades in IT
 - We discussed ways in which the campus community should be notified about upgrades and other IT issues.
4. Goals for 2016-2017 academic year
 - We discussed possible goals for the 2016-2017 academic year for the committee. Linda will try to summarize the discussion into three goals, which will be circulated to committee members for approval.
5. Meeting schedule for Fall 2016
 - Members will be polled for time availability so that we can set a meeting schedule for the semester.

The meeting adjourned about 5:15.

UC Information Technology Subcommittee

Minutes

October 3, 2016

2:00 – 3:00

Crouse 119

Present: Godfrey Ovwigho, Linda Barrett, Enoch Damson, Kathee Evans, Scott Randby, Laurel Lohrey, Ritesh Shrestha, Paul Maurage

Items discussed:

1. Goals for AY 2016 -2017.
 - The committee approved goals for AY 2016-2017, which are attached to these minutes.
2. Cell Service at Wayne College
 - An issue regarding poor cell service at Wayne College was referred to this committee. The issue was discussed. Cell providers have little incentive to upgrade service in that area because of its rural nature. Godfrey said he would have IT look into it.
3. ERP
 - The ERP committee is beginning its work.

Goals for the UC year ending April 30, 2017

Goal	Priority Number	How Will Goal Be Measured?
Promote and assist in a campus-wide laptop refresh for 2016-2017, and plan for future refresh cycles.	1	<ul style="list-style-type: none">• A smooth laptop refresh process occurs in 2016-2017.• A report containing recommendations for how to maintain up-to-date computers on campus in future years.
Investigate and explore the conversion of student email accounts from Gmail to Office 365.	2	Annual report that explains the factors to be considered, and issues a recommendation.
Explore issues and alternatives regarding the usability of a wide variety of campus computing and telecommunication systems (e.g., SpringBoard, WebEx), especially for students and others who may be using Chromebooks or similar systems.	3	Annual report summarizing views of campus constituencies, recommends policy, and suggests alternatives where recommended.

Modify and re-issue survey launched last academic year to gain feedback from campus community to assess IT-related issues and possible solutions	4	Reviewing survey results to determine IT issues and feasible and timely solutions.
--	---	--

UC Information Technology Subcommittee

Minutes

December 2, 2016

4:00 – 5:00

Bierce 154

Items discussed:

1. LMS RFP taskforce.
 - A taskforce to create and evaluate an RFP for our Learning Management System (LMS) has been formed, and had its first meeting on 12/2/2016. Aimee DeChambeau, Linda Barrett, and Godfrey Ovwigho from UC-IT are members of the taskforce.
2. ERP
 - The Enterprise Resource Planning (ERP) Committee reported that they will have scripted demonstrations from vendors beginning this week. UC-IT unanimously passed the following motion in this regard:
 - **The University Council Information Technology Committee unanimously affirms the critical importance of UA leadership's active participation in the evaluation and selection of the potential ERP replacements.**
3. Academic Year Goals
 - We discussed what should be done on other AY 2016-2017 goals.
4. Laptop Refresh
 - The necessity of having a Laptop Refresh was discussed. We will coordinate with Faculty Senate's CCTC. We unanimously passed the following motion:
 - **The University Council Information Technology Committee recognizes the impact of obsolete equipment on the quality of teaching, which is UA's central mission. We hereby unanimously support the CCTC Laptop Replacement Resolution as passed by the Faculty Senate on Thursday, December 1, 2016.**

The text of the CCTC resolution is:

1. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the maintenance of University-owned computers and laptops reduces licensing costs and reduces the risk of FERPA violations and other computer information security concerns by better protecting the security of student information through encryption, and;
2. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the laptops of the full-time faculty are crucial to the teaching mission of The University, and;
3. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the laptops of the full-time faculty have now aged to the point of affecting the quality of the teaching which is our central mission, and;

4. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, believe that a sensible plan of regular and ongoing, rolling replacement of faculty laptops must be enacted, and;
5. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the full-time Contract Professionals and full-time Staff also currently need new computers or laptops, and;
6. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that part-time faculty may or may not have office space, may teach on one campus or multiple campuses, are essential to first year student success and hence should be supported in providing up-to-date courses as well as secure class management, and;
7. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that finding the funds to replace old laptops will be difficult given the poor financial condition of the university;
8. We, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, request (1) that the replacement of laptops (many of which are either dysfunctional or older than 5 years old) of full-time faculty be considered with the highest of priorities (perhaps by splitting the initial cost of replacements over the current and next fiscal years), (2) that a rolling and regular 5-year schedule to replace 20% of the laptops/desktops of all full-time faculty each year, 20% of the laptops/desktops of all full-time Contract Professionals each year, and 20% of the laptops/desktops of all fulltime Staff each year be placed as a recurring line item in The University's annual budget beginning with the 2017–2018 fiscal year, and (3) that laptops withdrawn from service be evaluated and rehabilitated as soon as possible by Information Technology Services and that these evaluated and rehabilitated laptops be distributed to part-time faculty promptly.

UC Information Technology committee

Report to UC

December 6, 2016

UC-IT met two times (11/11/2016 and 12/2/2016) since the last UC meeting.

Three items to report:

1. A taskforce to create and evaluate an RFP for our Learning Management System (LMS) has been formed, and had its first meeting on 12/2/2016. Several members of UC-IT are also members of this taskforce.
2. The Enterprise Resource Planning (ERP) Committee reported that they will have scripted demonstrations from vendors beginning this week. UC-IT unanimously passed the following motion in this regard:

The University Council Information Technology Committee unanimously affirms the critical importance of UA leadership's active participation in the evaluation and selection of the potential ERP replacements.

3. There was much discussion of the laptop refresh program. We are coordinating with Faculty Senate's CCTC committee in this. UC-IT committee unanimously passed the following motion:

The University Council Information Technology Committee recognizes the impact of obsolete equipment on the quality of teaching, which is UA's central mission. We hereby unanimously support the CCTC Laptop Replacement Resolution as passed by the Faculty Senate on Thursday, December 1, 2016.

The text of the CCTC resolution is:

1. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the maintenance of University-owned computers and laptops reduces licensing costs and reduces the risk of FERPA violations and other computer information security concerns by better protecting the security of student information through encryption, and;
2. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the laptops of the full-time faculty are crucial to the teaching mission of The University, and;

3. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the laptops of the full-time faculty have now aged to the point of affecting the quality of the teaching which is our central mission, and;
4. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, believe that a sensible plan of regular and ongoing, rolling replacement of faculty laptops must be enacted, and;
5. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that the full-time Contract Professionals and full-time Staff also currently need new computers or laptops, and;
6. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that part-time faculty may or may not have office space, may teach on one campus or multiple campuses, are essential to first year student success and hence should be supported in providing up-to-date courses as well as secure class management, and;
7. Whereas, we, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, recognize that finding the funds to replace old laptops will be difficult given the poor financial condition of the university;
8. We, the members of the 2016-2017 Faculty Senate's Computing and Communication Technologies Committee, request (1) that the replacement of laptops (many of which are either dysfunctional or older than 5 years old) of full-time faculty be considered with the highest of priorities (perhaps by splitting the initial cost of replacements over the current and next fiscal years), (2) that a rolling and regular 5-year schedule to replace 20% of the laptops/desktops of all full-time faculty each year, 20% of the laptops/desktops of all full-time Contract Professionals each year, and 20% of the laptops/desktops of all fulltime Staff each year be placed as a recurring line item in The University's annual budget beginning with the 2017–2018 fiscal year, and (3) that laptops withdrawn from service be evaluated and rehabilitated as soon as possible by Information Technology Services and that these evaluated and rehabilitated laptops be distributed to part-time faculty promptly.