

DRAFT

Institutional Technology Planning Committee Minutes 7 November 2007

Members in Attendance:

Mark Abendroth, Alberta Coolbaugh, Karla Hardesty, Glenda Geu, Cameron Miller, Mike Nicholson, Jeff Storm, Tony Weathers

Discussion Items:

- Reviewed current version of strategic plan matrix to develop a “Top 10” list that can be provided to senior management as part of campus budget process
- The following items were discussed as possible items for the list:
 1. Item 3B4. Develop a master course catalog that is maintained on line
 - A campus committee currently tackling this effort
 - Technology needs to be implemented to support this effort
 2. Items 1C1 and 2A8: Institutionalize a desktop computer replacement budget
 - Doing this supports campus productivity needs, reduces per computer purchase costs and reduces maintenance costs
 3. 3B5. Implement an effective e-commerce business process
 - This could provide increased revenue generated options as well as cut internal costs by streamlining such areas as travel reimbursement
 4. 3C, 2B4, 2D1. Develop an effective model for faculty and staff IT training; develop a campus security awareness program
 - We continue to provide technology without ensuring faculty and staff can properly use the technology
 - Being cognizant of basic IT security issues and user responsibilities is critical, given the risk to the campus.
 5. 1D1. Provide electronic library resources
 - It’s difficult for students to get on-line access to our library resources due to various authentication requirements; access needs to be simplified
 6. 1D2. Increase the number of distance-technology classrooms
 - Given our rural location and outreach programs, the campus needs to develop better distance education capabilities
 7. 2C3. Immediate issue was being able to back up a desktop computer on the network; broader issue is disaster recovery for all critical services
 8. 3B1. Immediate issue was improving student advising; broader issue is increasing and enhancing web services;
- New and remaining agenda items
 - Google Calendar utilization/campus resource scheduling
 - Campus resource fees
 - Campus security training
 - Review of the Attribute Based Message (ABM) procedure (New)

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- **Action Items**
 - Cameron Miller to establish ITPC listserv: complete; everyone subscribed
 - Mike Nicholson to coordinate update of ITPC website; complete; Nicholson to provide URL
 - Glenda Geu and Mike Nicholson to develop draft Copyright Policy: Open

- **Next Meeting**
 - 5 December; SUB 315
 - Agenda topics:
 - Refine Top 10 List
 - Address other agenda items as time permits