

# DRAFT

## Institutional Technology Planning Committee Minutes 6 September 2007

### Members in Attendance:

Mark Abendroth, Bruce DeITondo, Glenda Geu, Gary Jones, Mark Manzanares, Cameron Miller, Mike Nicholson, Mathew Schildt, Mark Schoenecker, Tony Weathers

### Discussion Items:

- Revisited Meeting Time & Format
  - Agreed to change the meeting day to a Wednesday based upon teaching conflicts
  - Agreed to continue with a monthly meeting but remained open to more frequent meetings, if necessary
  - An ITPC listserv will be created as a means to conduct committee business between meetings
- Reviewed Committee Appointments
  - Reviewed the current committee representation and committee 2-year membership term
  - It was felt that additional campus representation was needed in the following areas: HPPE, English, Theatre, Communications and Foreign Languages Department, Extended Studies and the Advancement Office
- Reviewed Committee Charter
  - The committee charter was reviewed for possible update; none was recommended
- Relationship to Academic Instructional Technology Committee
  - Mark Manzanares indicated that because of the establishment of an Academic Instructional Technology Office, the AITC is no longer subordinate to the ITPC, but rather is a peer committee
  - Mark indicated that, through his ITPC membership, he would help to ensure that good communication existed between the two committees
- The following potential ITPC agenda items were put forward by the members:
  - Review and Update IT Plan (carryover action)
    - Mike Nicholson distributed paper copy of current draft plan
  - Technology survey(carryover action)
  - Closure on copyright issue (carryover action)
  - Google Calendar utilization/campus resource scheduling
  - Campus resource fees
  - Campus security training

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- **Action Items**

- Mike Nicholson to publish new committee meeting dates
- Mike Nicholson to contact Chairs/Directors of departments recommended for ITPC membership
- Cameron Miller to establish ITPC listserv
- Mike Nicholson to send electronic copy of Draft IT Plan to committee membership
- Glenda Geu to provide Mike Nicholson the latest version of the copyright policy statement for distribution to the committee for final vote
- Mike Nicholson and Mark Schoenecker to develop campus IT survey for committee review
- Mike Nicholson to coordinate update of ITPC website

- **Next Meeting**

- 3 October; room TBD
- Agenda topics:
  - Review Action Item status
  - Review draft IT Plan format and content