IT Council Minutes
Carrington Hall 203
12/06/2011

Members Present: Greg Rainwater, Kevin Piercy, Sarah Caldwell, Eric Shade, Carey Adams, John Catau, Jeff Morrissey, Austin Kramer, Sue Ingram (via ITV), Ken McClure, Earle Doman, Tamara Jahnke
Guests Present: Nancy Gordon, Dave Caravella

The IT Council meeting was called to order at 3:05 pm, and it was determined that a quorum was present.

The Council approved the minutes from the October 11, 2011 IT Council meeting.

ITAC Decision Document – Dave Caravella
Decision Point 1-- Accuracy of the classroom data contained in the Resource Management System (R25):
The Council agreed to grant access to and training on R-25 to Dave Caravella so he may update the technology-enhanced classroom attributes within R-25. The vote on this decision point passed with no declines.
Decision Point 2—Development of effective policies and setting of campus standards:
The Council agreed that ITAC should build upon the current FCTL standards while drafting the policies, enhance where appropriate, and submit their recommended standards to IT Council for approval. Discussion regarding this decision point clarified that ITAC will assess exceptions to the system-wide classroom instructional technology standards and bring any recommended exceptions to these standards to IT Council for consideration. Exceptions that ITAC will bring forward are for those classrooms where instructional technology is below the standard. Therefore, Eric Shade made a motion to amend the wording of this decision point. The wording of the last sentence was changed as follows: "The IT Council will be responsible for granting any exceptions allowing for the installation of instructional technology below the standard." The vote on the change passed with no declines. The vote on the decision point passed with no declines.
Decision Point 3—Solicitation of annual proposals, review, and granting of awards to various colleges that request new technology enhanced classrooms:
The process for awarding proposals for classroom technologies will be handled like other proposals for SCUF awards. ITAC will review proposals and recommend funding award recommendations to IT Council for approval. The timeline for the process is tentatively set as follows: February 1, 2012—deadline for setting the theme; April 1, 2012—solicitations; September, 2012—make decisions. The vote on this decision point passed with no declines.
Decision Point 4—Development of a new maintenance/support service model and assignment of associated personnel:
The Council agreed that ITAC will be given the charge of developing a matrix that indicates the primary, secondary and backup personnel who will provide technology support for all technology-enhanced classrooms. ITAC will engage with the Campus User Support Committee (CUSC) to determine the most effective process for users to contact support personnel, and which tools will be used to track usage and support requests. Tamara Jahnke asked that the method of communication be included in the support plan to appropriately communicate support issues/processes to Deans, Department Heads and faculty. The vote on this decision point passed with no declines.

Alternate Springfield Computer Usage Fee (SCUF) Assessment Process – John Catau
In the interest of time, John Catau recommended this agenda item be skipped. All members present accepted John's recommendation.

SCUF Computer Inventory Update – Kevin Piercy
An email, from IT Council, will be sent to Deans and Support Staff to solicit information on SCUF computer equipment to create a starting point for inventory. This detailed information will be the "go-forward" point for this inventory. The email will be drafted by Kevin Piercy and John Catau will send out the email.

Voting Membership Change – Jeff Morrissey
Jeff reported that Earle Doman is now an Ex-Officio member and Ken McClure is now a voting member, as appointed by Interim President Smart.

SCUF BearPrint Carry-Forward Printer Procurement – Kevin Piercy
The Council agreed that Austin Kramer will be included in the workgroup formed by CUSC. The vote on this BearPrint carry-forward recommendation passed with no declines.

Glass Hall Open-Access Computer Lab Renovation (SGA Resolution) – Project Update – Kevin Piercy
The information for this update is still forthcoming, so this will be presented to council members during a future IT Council meeting.

Blackboard Steering Committee – Jeff Morrissey
Since our investment in the Blackboard course management system is large and usage is up 91 percent over previous semesters, The Council is being asked to consider the need for a Blackboard Steering Committee. Carey Adams proposed that the Council consider the consolidation of other committees dealing with this topic into one, instead of forming a new committee. Guest Nancy Gordon represented the FCTL who is the department requesting the formation of the steering committee and to actively participate on the committee. Eric Shade pointed out that this committee should be a subcommittee of IT Council. A suggestion was made that ITAC be reinvented to contain the proper membership and charged with the mission to provide oversight on the major activities and support issues with Blackboard. The Council agreed to further discuss this agenda item in a future IT Council meeting.

New Business
- Jeff reported that John Catau is leaving as chair of IT Council; Frank Einhellig approved Jeff Morrissey as the new chair and Greg Rainwater as Deputy Chair; Carol Green will take on administrative duties from Sandra Arthur.
- The next IT Council meeting is scheduled for Tuesday, January 10th, 2012.
- The Council agreed that all 2012 IT Council meetings will be held on the first Tuesday of each month, from 3:00 p.m. to 4:30 p.m., in Carrington 203.
- John Catau reminded The Council to discuss changes to SCUF proposals.

Meeting adjourned at 4:24 p.m.

Respectfully submitted by,

Carol Green
Administrative Assistant II
Computer Services