Members Attending: Jeanne Catanzaro (School of Nursing), John Christensen (School of Law), Ross Friesen (Kinesiology), Elliott Haugen (ISS), Michael McGuire (Psychology), Leslie Reynard (Communication), Cecil Schmidt (Computer Information Sciences), Azyz Sharafy (Art), Rusty Taylor (Applied Studies), Rosemary Walker (School of Business), and Brenda White (ISS).

Agenda:

1. **Call to Order:** Meeting was called to order by Cecil Schmidt, FITAC chair.

2. **Approval of minutes:** Review and approval of Faculty IT Advisory Council (FITAC) meeting minutes for September 15, 2010 were approved through email and have been posted at [http://www.washburn.edu/main/iss/committees/advisory/index.html](http://www.washburn.edu/main/iss/committees/advisory/index.html). Future approval of minutes will be completed through e-mail to the FITAC members.

3. **Committee Reports / Announcements**
   
a. **Status of Washburn Institute of Technology (WIT) representation (Schmidt):** After discussing this with Dean Kelly at WIT, it was decided that they would not have representation on the advisory council at this time. Elliott Haugen stated that it was important that the council included WIT by asking for representatives to be on the council.

b. **Faculty Senate Representatives on FITAC (Christensen and Taylor):** Rusty stated that the Technology Steering Committee suggested that there are probably already Faculty Senate members on the FITAC and that one of those members could be the representative without asking for another appointment from Faculty Senate. After discussion, it was decided that the FITAC chair (Schmidt) would recommend to the VPAA that the Faculty Senate appoint a member to the FITAC. Elliott Haugen reminded members that the primary purpose of this would be to facilitate communication between the Faculty Senate and the Faculty IT Advisory Council.

c. **Technology Day (Taylor and Sharafy):** Azyz Sharafy outlined the following ideas for the Technology Day: An all day event during the spring semester: possibly around a senior day or Bod day-Rusty Taylor will check with Richard Liedke on possible event day. An all campus event-a survey will be sent out to departments, asking them for their ideas or information on technology currently being used that could be showcased during the event, possibly open houses or workshops on how they are using technology (ex. Blogs, Twitter). Vendors will be invited to have a booth at the event and old equipment would be auctioned.

d. **Members of the Technology Steering Committee, status of FITAC, the Technology Steering Committee, and their missions (Christensen and Taylor):**

   Interim VPAA, Nancy Tate suggested that the FITAC name be changed to the Academic IT Advisory Council. This change was to accommodate the addition of Washburn Institute of Technology members. Since there will not be WIT representatives on the FITAC, Cecil Schmidt will check with the VPAA to see if this name change is still necessary. The Faculty IT Advisory Council will need a mission statement also. Haugen stated that the FITAC should not get tied up with IT operational issues and encouraged members to call the technology support number (ext. 3000) for IT operational issues or Bob Stoller (2310).
The Technology Steering Committee is currently reviewing and revising its mission statement. A task force is forming to that will begin working on the five (5) recommended IT action items as outlined in the Kaludis Consulting report:

1. Improve shared IT governance, planning, and support services.
2. Enhance technology support for teaching, learning, and research.
3. Upgrade the University's network, infrastructure, and core technology resources.
4. Help to improve and streamline Washburn’s student services, operational processes, and reporting.
5. Promote communications, collaboration, information sharing, and stewardship.

Task Force members will include:
Chair - Alan Bearman (Library)
Representatives from the following areas:
One faculty from each school - (5 faculty)
One faculty appointed by faculty senate
One Academic Dean
Enrollment Management
Business Office
Student Life
Institutional Research
Two Information Systems & Services representatives
(One - Instructional Services, One - Administrative Services)

4. **Old Business**
   a. Classroom lecture capture – possible requirements, options, and next steps.
      
Brenda White offered information that this service is being requested more often by faculty in various departments. Currently ISS production staff are accommodating the requests by recording and streaming the files using the existing multimedia server and cameras/staff from ISS. Early in the fall semester there were over 35 requests for classroom lecture capture. (Approx. 1 hr each)

   b. Video streaming – emerging requirements, challenges, and possible next steps.
   c. Budgeting - process improvement and requirements for classroom technologies and computer lab upgrades.
   d. Print quotas or controls for general-use computer labs.

   Cecil Schmidt will create an emerging technology/issues list for review by the council. The above items under Old Business will be included and discussed further in future meetings. Student Response Systems (clickers) should also be added to the list. Elliott Haugen also stated that if any items need proposals to be included in upcoming funding cycles, they will need to be moved on quickly as the budgeting process for the next fiscal year will begin with proposals in Dec. and Jan.

5. **New Business**
   a. Changing server (wustore2 – wustore4) issues (McGuire) –
i. A few colleagues wanted to inform ISS about a mishap that occurred when the switch from wustore2 to wustore4 occurred. Files that were deleted prior to switch reappeared. This mishap resulted in colleagues wasting time re-deleting the files. Can this situation be remedied in the future by ISS?

ii. Several colleagues did not feel that the change to wustore4 was communicated well. For example, why and why did we experience the difficulty above in addition to the problem of restoring files.

iii. Is this committee the appropriate committee for such issues – should I (Michael McGuire) report back to my constituents that we are or are not the appropriate outlet for these concerns?

b. Replacement Computer Policy (McGuire)

i. What are the rules about where computers can be placed? It seems that ISS is hesitant to "move" computers from one location to another as our department (Psychology) needs change (say from a faculty office to a research office to our clinic).

ii. What are the rules about disposal of older computers after they are replaced (or rather where can they be found)? Is it possible to retain the older models for other departmental applications, or do they have to be recycled or disposed of? Currently, we'd like to move three computers into the "control room" area of the Clinic, and have a few "extras" in research areas we could use. But, again, ISS seems reluctant to accommodate us.

Elliott Haugen encouraged members to address operational issues for IT to the Technology Support Center ext. 3000 or Bob Stoller for future needs. Kevin Halgren, Asst. Director of Systems and Networking will directly answer Michael McGuire’s questions/concerns.

6. General Announcements: Next meeting will be on Wednesday, Nov. 17\textsuperscript{th}; 8a.m. in the Rice Room. Brenda White will check on room reservation for the next meeting.

7. Adjournment: approx. 9:20am


Approved by: Faculty IT Council on Nov. 17\textsuperscript{th}, 2010.