Faculty IT Advisory Council Minutes
December 8th, 2010, Rice Room

Members Attending: Elliott Haugen (ISS), Cecil Schmidt (Computer Information Sciences),
Azyz Sharafy (Art), Rusty Taylor (Applied Studies), Rosemary Walker (School of Business),
Leslie Reynard (Communication). Brenda White (ISS-Instructional Services) and Kevin
Halgren-guest (ISS-Systems & Network) were also in attendance.

Agenda:

1. **Call to Order** – The meeting was called to order at 8am by Cecil Schmidt.

2. **Approval of November 17th minutes** – Minutes of the November 17th meeting were
   approved by the committee through voting via Angel.

3. **Committee Reports / Announcements**
   a. Discussion of how to appoint chair of the FITAC for the remainder of this fiscal
      year. Current chair, Cecil Schmidt will be on sabbatical during the spring semester
      2011. It was decided that Cecil would contact members via e-mail asking for those
      interested members to respond. Member names will be forwarded to Elliott Haugen
      and Nancy Tate for final selection/approval of chair.
   b. **Steering Committee Report** – (Christensen and Taylor). Staff Council member-
      Lynn Bailey was added to the IT Task Force group.
   c. **Technology Day** - (Taylor and Sharafy) March 11th, 2011 is the date selected for
      Technology Day. Academic departments will be asked if they would like to
      participate by having open labs showcasing technology use and/or workshops or
      demonstrations. ISS will participate with open lab in the Henderson Television
      Studio, as well as providing workshops for students and faculty on using Angel-
      online learning management system. Rosemary Walker suggested a session for
      students on viewing their grades in Angel would be beneficial. Promotion of
      Technology Day needs to extend to the community. A suggestion was made that
      communication/invitations to businesses involved in internship opportunities for
      students at Washburn be made. A separate meeting to discuss more details about
      the Technology Day will be held on Friday, Dec. 17th at 10am in Morgan 237A.
      Rusty Taylor, Azyz Sharafy, Karen Camarda, Keith Rocci, Brenda White, and
      Kevin Halgren will attend this meeting to determine details/schedule.

4. **Emerging Operational Issues**
   a. **WUStore – Status** – Halgren reported WUStore problems are being managed and
      addressed appropriately. He also indicated that ISS has been working on
      replacement of servers for storage for some time. Cecil Schmidt stated to the group
      that issues of this nature are not abnormal and that perhaps this should be
      communicated to the campus.
b. Azyz Sharafy inquired about what is happening with HiPace-its use and access. He stated that very little to no communication has been made to the campus community since its beginning. Council members suggested that he contact Donna LaLonde to get more information, since she is leading that group at the present time.

5. **Discussion Items**
   a. Classroom lecture capture – possible requirements, options, and next steps.
   b. Video streaming – emerging requirements, challenges, and possible next steps.
   c. **Budgeting** - process improvement and requirements for classroom technologies and computer lab upgrades. Elliott Haugen would like representatives from this advisory group to work with John Haverty-ISS on determining the basic computer configurations for PC and Mac replacements coming up in the budget process. Azyz Sharafy (Macs), Rusty Taylor, and Cecil Schmidt (PCs) agreed to be those representatives.
   d. Print quotas or controls for general-use computer labs.
   e. Student Response System

6. **General Announcements** - Elliott Haugen announced that KanRen will be increasing our internet connection to 10Gig during the holiday break time (Dec. 25th).

   Cecil Schmidt indicated that Karen Camarda will be taking his position as member on the Faculty IT Advisory Council representing the College of Arts & Sciences. She will also be invited to attend the Technology Day planning meeting on Dec. 17th.

   The next meeting for FITAC will be held January 26th, 2011. Time of the meeting will be determined after communication to members of their available times on Wednesdays during the spring semester. Mary Jordan (ISS) will send out the request for available times.

7. **Adjournment** – The meeting was adjourned at approximately 9am.

Prepared by: Brenda White

Approved by: Faculty IT Council on 1-26-2011.