Faculty IT Advisory Council Minutes

February 16th, 2011- Memorial Union - Mosiman Room

Members Attending: Elliott Haugen (ISS), Karen Camarda (Physics & Astronomy), Rusty Taylor (Applied Studies), Rosemary Walker (School of Business), John Christensen (School of Law), Michael McGuire (Psychology), Leslie Reynard (Communications), and Ross Friesen (Kinesiology). Guests: John Haverty (ISS), Kevin Halgren (ISS), and Brenda White (ISS)

Agenda:

1. **Call to Order** – The meeting was called to order at 10:45am by Leslie Reynard.

2. **Approval of January 26th, 2011 minutes** – Minutes of the January 26th meeting were approved.

3. **Committee Reports / Announcements**
   a. **Technology Day** - (Taylor and/or Sharafy) March 11th, 2011 is Technology Day. Vendors are responding. Approx. 20-25 displays in Washburn room confirmed. Tables for auction items will also be in Washburn rooms. Participants can view items online prior to the event. Auction item pick up will be by 3pm. Planning team is working on final scheduling of presentations and poster/fliers to communicate event. Leslie will ask Sarah Ubel about preparing a “video teaser” to go with announcements. Tech Day planning team is working on obtaining funding for posters and/or prizes to give out at event.
   b. **Technology Budgeting** - Elliott Haugen reviewed the budgeting process for technology. Past fiscal year technology requests amounted to over 1.4 million dollars, with only $400,000 budgeted. This fiscal year they anticipate similar numbers. Elliott stated that ISS main responsibilities include performance, liability, and risk reduction. This year, ISS has submitted 10 technology requests with the #1 priority item being the Storage Solution for the campus ($250,00 project). A list of the ISS technology requests for FY 12 are included in the attachment. Elliott also reviewed the process for computer replacements and how Washburn has been unable to attain a 4-year replacement cycle with the past years’ funding. (Attachment) John Haverty stated that the desktop and laptop pricing information is online and would like to have feedback from FITAC members on the quoted systems. Ross Friesen asked when faculty are notified if their computer is on the replacement list. Elliott stated that Nancy Tate would send out that communication. Dr. Tate suggested that there be an increase in the quoted amount for laptops from $1,300 to $1,400 to cover the laptop, docking station, and monitor. A motion was made, seconded and approved to increase this quoted amount to $1,400. Elliott also stated that bids for these computers will go out in April, with anticipated order by May, so purchase can be made as soon as funds are available in July.

4. **Discussion Items**
   a. **Windows 7** – Kevin Halgren presented a proposal for upgrading the campus to Windows 7. Track 1 would upgrade student or public-facing systems as a first priority (Labs, Classrooms, Library, etc.) This would occur after the end of the regular summer classes and before the start of fall 2011 semester. Track 2 would address ordering new computers with Windows 7 beginning with July 2011 orders. Track 3 addresses the remainder of the campus units upgrading through 2014. ISS
will cover some hardware expenses for Track 1 (mostly memory upgrades-approx. $5,200). ISS will also provide group information sessions and one-on-one assistance before, during, and after deployment. See attached proposals. Karen asked if dual-boot was an option to run both XP and Windows 7. Kevin stated that this would likely be a specialty application if requested. Rusty Taylor stated that Windows 7 could run some XP programs. Michael McGuire stated that these options should be included in information to departments. **Proposal was approved to upgrade the campus computers to Windows 7.**

**Office 2010/Mac Office 2011** - Kevin Halgren presented a proposal for upgrading the campus to Office 2010 to Windows users after the end of summer 2011 regular classes and before start of fall 2011 classes. Deployment would occur over one or more weekends and not interfere with day-to-day use of computer systems. Mac Office 2011 would be rolled out as part of the regular Mac system refresh prior to the start of fall 2011 classes. No additional costs would be required. ISS will provide group sessions before and after upgrades. **Proposal was approved to upgrade the campus computers to Office 2010/Mac Office 2011 by fall 2011.**

b. **Clinical tracking system** – tabled for discussion at next meeting.

c. **Request to host WordPress** – tabled for discussion at next meeting.

d. **FITAC meeting scheduling – spring semester** - Mary Jordan is working on scheduling March, April, & May meetings so that all members can attend some if not all of the meetings.

5. **New Business** – no new business

6. **General Announcements** - Michael McGuire announced that in April there will be a Faculty Development Workshop on technology-how faculty use technology to advance learning and/or their career. This may be a panel discussion setting. He asks FITAC members to let him know of any interested faculty.

   Elliott Haugen mentioned that all ISS staff are currently attending a 3-hour professional development workshop centered on customer service.

   Elliott Haugen also mentioned that the Online Education Committee approved at their last meeting (2-10-11) to renew the contract with Angel in 2012 and 2013 and begin to review their options for a learning management system to serve the campus by 2014.

7. **Adjournment** – The meeting was adjourned at 11:53am by Leslie Reynard.

Prepared by: Brenda White

Approved by: Faculty IT Council on 3-9-11.