Facult IT Advisory Council Minutes
March 9th, 2011- Morgan 237A

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), and Leslie Reynard (Communications). Guest: Brenda White (ISS).

Agenda:

1. **Call to Order** – The meeting was called to order at 10:04am by Leslie Reynard.

2. **Approval of February 16th, 2011 minutes** – Minutes of the February 16th meeting was approved with one spelling correction in 4b. Brenda will make correction and post minutes in Angel and on the website.

3. **Committee Reports and Information Items**

   a. **Technology Day** - (Taylor and/or Sharafy) Rusty Taylor reported that Admissions has added a table to the fair. Set-up time for tables will begin at 8:30am on March 11th. Several local vendors, the Washburn Foundation, and VPAA have contributed either prizes or funding for prizes. Drawings will be conducted every hour in the Washburn room for prizes. Flyers have been posted. Signs are being printed. Rooms have been checked for wireless access for presenters in W, Mosiman, and Thomas rooms. Rusty suggested that information should be sent to the Board of Regents about Technology Day. There was discussion concerning an issue with playback of the video message created by Sarah Ubel. The message was placed on a web page in Flash format to point to as a workaround for the playback issue. Brenda White suggested that the Web site could be used for promotion of future Technology Days at WU.

   b. **Angel 7.4 upgrade/testing (see attached)** Brenda White announced that the upgrade to Angel 7.4 would take place after the Spring 2011 semester during the week of May 23rd. Online Education staff are currently testing this version in a test environment before the upgrade and working on new training materials. The Online Education Committee members will be included in the testing, but would like to extend the offer to interested FITAC members also. Leslie Reynard, Michael McGuire, Rosemary Walker, and Rusty Taylor indicated they would be interested in testing Angel 7.4. John Christensen said he might have a Law School instructor and will reply with a name at a later time. Rusty Taylor also suggested checking with Becky Dodge who is an online instructor. Brenda indicated that Becky is on the Online Education Committee and will be included in the testing.

   c. **Serving and storing digital media (see attached)** Brenda White presented a message that would be sent out to the all faculty and staff requesting information about their digital media storage and serving needs. Rusty Taylor mentioned that a search and retrieval function could be an option but it would also need the ability to secure files if user wanted that option. Rusty also questioned why the scope of this project was so large. Elliott Haugen suggested that the message was too complicated and should be rewritten before disseminating to the campus. Brenda White said she would work with Dale Rusche to rewrite the message and inform the working group of the suggestions from FITAC.
4. **Discussion Items**

   a. *Technology Requests (Fiscal Year 2012)* – Review and recommend funding.

      Elliott Haugen reviewed with the committee that FY 12 Technology Requests from the campus totaled $1,385,779 and only $400,000 was available for funding. This total included: $433,000 for PC replacements, $290,000 for infrastructure, and $120,000 for storage solution. He presented the committee with a proposal as a place to begin discussion for recommendations. The proposal would fund all priority level #1 requests from departments with the following modifications shown under model #1 (see attached). Discussion on items reduced, omitted or added to this list ensued. Leslie made a motion to accept Model #1 as a recommendation from FITAC of technology requests to fund with a strong recommendation to implement model #2 if additional money is allocated ($200,000). Motion was seconded and approved.

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

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

5. **New Business** – no new business

6. **General Announcements** – John Christensen suggested that future FITAC meetings could be held in various locations so that members could see labs, facilities, classrooms around campus.

7. **Adjournment** – The meeting was adjourned at 11:13am by Leslie Reynard.

Prepared by: Brenda White                                            Approved by: Faculty IT Council on 5-4-11.
INFORMATION ITEMS

- **Angel 7.4 upgrade/testing** - In preparation for the upgrade to Angel 7.4 for the Summer 2011 semester, we are asking for faculty volunteers to work with our Online Education tech support staff on testing this environment. The Online Education committee members will also be participating, but we wanted to extend the invitation to this advisory group also. Interested members should respond to Stuart Murphy or Brenda White. Courses for those instructors will be set up in the test environment and instructions for accessing the test environment will be communicated to instructors.

- **Serving and storing digital media** - The following message will be sent out to the campus in the coming week to gather information about your needs for serving and storing digital media. We encourage members of this advisory group and others in your departments to respond with their needs.

A partnership of campus stakeholders for digital media infrastructure has been formed including participants from Mabee Library, Information Systems and Services, and KTWU to address the growing needs of serving and storing digital media (i.e. Captivate, Jing, Flash, and/or video/audio files) at Washburn.

This group was formed to address the following digital media needs/desires and to look for a common solution(s) to:

- File Security
- Storage (including interactive capabilities)
- File Formats
- Self Service capabilities
- Support on hand-held devices
- Serve/store video in multiple environments (including classrooms, online courses, libraries, and at KTWU)

We would like to solicit your input and/or suggestions in regards to your digital media needs and desires. Please respond to this message with any thoughts or ideas you might have.