Technology Task Force  
March 1st, 2011  
3:00 p.m.  
Room 105, Mabee Library

TO:  
Lynn Bailey, Staff Council  
Alan Bearman, Library, Chair  
Karen Camarda, CAS  
Jeanne Catanzaro, SON  
Melodie Christal, Institutional Research  
John Christensen, SOL  
John Cummings, Student Life  
Elliott Haugen, ISS  
Chris Leach, VPAT  

Carla Rasch, Enrollment Management  
Kevin Halgren, ISS  
Caley Onek, WSGA  
Tim Peterson, Deans  
Azyz Sharafy, Faculty Senate  
Rust Taylor, SAS  
Rosemary Walker, SOB  
Brenda White, ISS

The Washburn Technology Strategic Plan Task Force convened in Mabee Library, Room 105 at 3:00 p.m.  
The following members were present: Alan Bearman, Lynn Bailey, Melodie Christal, John Christensen, John Cummings, Chris Leach, Carla Rasch, Kevin Halgren, Tim Peterson, Azyz Sharafy, Rusty Taylor, Rosemary Walker, and Brenda White. Karen Camarda and Caley Onek sent word they would be unable to attend.

Alan Bearman reported that a nationwide search for a Director of ISS is in progress.

The subcommittee gave some background information on what has been discussed so far on Initiative IV: Improve and streamline WU student services, operational processes, and reporting.

  a) Find out Banner capabilities. What we have and use, and what is obsolete.  
  b) Investigate overall process improvements within Banner for individual units.  
  c) Ongoing investigation to evaluate other applications that meet specialized requirements within Banner.  
  d) How to retrieve customize data and analysis.  
  e) Look at other University Operating Systems.  
  f) Investigate how to retrieve snapshots of data.  
  g) Increase communication between Academia and ISS.  
  h) Review MyWashburn web links in terms of how staff and students access data.  
  i) Investigate user-friendly capabilities for operating systems.  
  j) Online report creation and execution should be distributed throughout the University, based on data access controls.
Questions were raised concerning if other campus working groups are discussing some of these same issues. Brenda White, who is a member on the Ad Hoc Web Working Group, will share these concerns and report back to the task force.

Melodie Christal announced that the sub-committee will meet again at 9:00 a.m., Wednesday (3/2) and Friday (3/4), to continue discussions.

It was agreed to skip Initiative III and come to the next meeting with suggestions and ideas to continue discussion on Initiative V: Promote communication, collaboration, information sharing, and stewardship. Faculty, staff, students, parents, and the extended Washburn community have become increasingly mobile in the way that they access information. Discussion centered on the following ideas and suggestions.

a) Find out Banner capabilities. What we have and actually use, and what is obsolete.
b) Investigate one-stop” web functionality.
c) Investigate social networking tools that are responsive and accessible.
d) Investigate a shared online institutional repository.
e) How to implement data stewardship.
f) Build collaboration between committees dealing with web portal issues.
g) Continued cooperation and shared planning across the University to develop streamline office processes that are supported by technology.
h) Develop a coordinated calendar and scheduling strategy.
i) E-mail system is insufficient for meeting communication requirements and collaboration expectations.
jk) Technology training orientation sessions for new students and employees.
k) Promotion of Angel with additional links to videos and tutorials.
l) How to offer professional development training and credit.
m) Investigate virtual collaboration.
n) Collaborate with Washburn University Foundation fundraising opportunities.
o) More assistive technology improvements introduced.
p) Data and access system security issues.

John Cummings agreed to chair the subcommittee. Karen Camarda, Jeanne Catanzaro, Carla Rasch, Kevin Halgren, Rusty Taylor, and Brenda White will meet and brainstorm. If possible, the draft should be distributed to the task force before the date it will be presented.
Meeting adjourned at 4:09 p.m.
Respectfully submitted
Ginger D. Webber, Administrative Secretary

NEXT MEETING
TUESDAY
March 8th, 2011
3:00 p.m.
ROOM 105