The Washburn Technology Strategic Plan Task Force convened in Mabee Library, Room 105 at 3:00 p.m.

John Cummings reviewed the Theme 5 draft document. Azyz Sharafy recommended the addition of wording to address the need for a backup plan and policies should there be a catastrophic infrastructure failure. The committee agreed to include wording to the effect that the university should develop plans to insure that core technology resources could be restored quickly to insure key services. The committee also agreed that an appendix should identify “core technology resources.” These may include student records, the LMS, payroll functions, security services and emergency communications. Theme 5 A5 should read “develop policies.” The language of Theme 5 D3 should be expanded to include streams of funding for the future. Items 1 and 3 should be combined to cover preventive maintenance, the periodic review of existing resources to insure they are used a maximum efficiency. Better communication and coordination among and between units will help decrease technology wastage. Theme 5 D1 should include that the needs analysis must be available online.

Kevin Halgren reviewed the Theme 3 draft document. Kevin was asked to define “the scope of services.” The committee agreed that services available to support individual student mobile devices would be harder to define, but IT needs to be compatible with the most recent technology. It was recommended that
the word “determine” is better than “define.” It was also recommended that the document address technology for laboratories, learning environments and other non-IT technologies. Alan Bearman recommended including the word “cloud” somewhere in the Theme 3 document.

Rusty Taylor reviewed the Theme 2 draft document, especially “the comments” which he added. A question regarding Theme 2E arose about the “process of tracking” and who is responsible. The Technology Steering Committee will determine who is responsible.

A concern arose regarding the lack of a common format for the documents. Theme chairs should send their drafts to Dr. Bearman by late afternoon, Wednesday, April 6, who will arrange for them to be formatted alike. The “comments” on Theme 2 will not be included.

The final document will probably include a short paragraph introduction, list of goals with descriptions, recommendations and at least three appendices: a list of core technology resources, ideas which arise out of the process and a list of priorities.

It was recommended to include the word “living” in Theme 3 to address students living on and off campus.

The reformatted Theme 1-5 documents will be sent to committee members to distribute to their constituents. General comments should be brought back to the committee for discussion. Tuesday, April 12, is the deadline for feedback. The final document should be completed in time to share it with the ISS Director candidates and at the Town Hall meeting on April 21.

Kevin Halgren recommended switching Themes 3 and 5 in the initial list.

Meeting adjourned at 4:05 p.m.
Respectfully submitted
Judy Druse, Assistant Dean of University Libraries