Technology Steering Committee

August 18, 2008

Members Present: Robin Bowen, Tom Ellis, Michael Gunter, Wanda Hill, Don Kellogg, Donna LaLonde, Juli Mazachek, David Monical, Denise Ottinger

Around the Campus in 60 Seconds –
- ISS over the summer has bought 300 computers and everything is in, except for laptops. The order required the laptops to have encrypted hard drives and somehow got dropped. Otherwise, computers are hooked up in all offices and most labs.
- Electronic locks contracted out to the Union are here. Still need some wiring to be put in place.
- Kaw Area Technical School has agreed to sign on to the Microsoft campus agreement. The agreement gives KAW employees the advantage of purchasing the Office or Vista package (for $12.00) at Washburn Bookstore and students Office or Vista at around $75.
- Academic Reports is a 56 report package with a web interface which provides live Banner reports of current enrollment and snapshots of ending enrollment in previous semesters. This has been vetted by Instructional Research and is ready to use. The package is available through MyWashburn.
- The Stoffer electronic lock pre-bid conference was held last Thursday. The project should be completed within the next couple of months.
- Imaging upgrade has been completed. At one point it had failed half way thru and had to back it all out and start over, but is working now.

Second Internet Connection Installed –
- We now have two internet connections: Cox Communication and AT&T/SBC. Had some issues last Friday, August 15th with students on wireless. This was the first time ISS didn’t have a large amount of students in dormitories on-line that went through wired that was scanned by ISS staff. Did have some intermittent Internet failures that have been cleared up.

Generator Project –
- We had a successful test and the unit is operational.
- When the power failed earlier this month, the system worked flawlessly.

Emergency Notification System –
- Working on getting a system put in place for testing and implementation this fall.
- Next 30 days should have an formal announcement after some further testing.
- The system will email, text, and call subscribers
- The voice is handled differently on and off campus. On-campus, we use a dialer which is directly connected to the PBX. Off-campus dialing is handled by the notification company.
- Procedural matter: should cell phone numbers be made available for some executive staff when off campus? Yes, probably should, for crisis management

WU, KAW, and USD 501 Network Interconnect Status –
- We have the connection place with KAW. The Kaw network has not been secured so we are filtering the traffic to protect Washburn’s network.

Student Computer Registration and Check-in –
- We have noticed a drop off in the number of systems we checked this year. We are assuming this is due to the number of laptops using wireless connections which are not required to be checked.
- Virtually everyone is bringing in laptops – we have seen less than 40 desktops.
Current Projects –
- Academic Reports is complete and was removed from the list.

Website Redesign –
- David announced that Dena’s redesign page really looks good.
- Will have a couple of extra boxes for emergency messages and other things.
- Changes will need to be made to academic, student, and financial aid pages.
- Start programming home page tomorrow, Tuesday, August 19th.
- November 1st start date is still “go live” date.
- Will be some discussion regarding pushing people in CMS, pros and cons either way. Might not be worth the effort putting special requirements on some folks.
- Rumors are out that people are going to lose control.
- Templates are set up to show pictures and lots of flexibility.
- Navigation should be done this week. Redundancy shall be looked at.
- Changes to Web content will have to go thru the CMS.
- On Tuesday, October 14th there will be a webinar on writing for the web and we’ll be inviting web page editors and some who control the content.
- Financial aid and student modules were discussed.

Data Custodian Plan/Process Review –
- The “Proposed Data Custodian Process” was emailed to each steering committee member.
- Since data access has remained unchanged since implementation, there are concerns individuals may have access which is no longer needed in their work and some may have overlapping access.
- Further complicating the effort is certain Banner forms are built from multiple data items crossing Area Head boundaries.
- This will be a major project and ISS will provide assistance where necessary.
- According to Wanda Hill our 1st step is to look at the minimum access that folks have currently and what they already have access to.” The discussion needs to happen with the Area Heads.
- We have talked to other schools that some have started, though most are in the planning stages of a data custodian process.