Technology Steering Committee Meeting
October 19, 2010

Members Present: Bob Boncella (Business), John Christensen (Law), Judy Druse (attending for Alan Bearman, Mabee Library), Richard Liedtke (Enrollment Management), Cynthia Hornberger (President’s Office), JuliAnn Mazachek (Foundation), Denise Ottinger (VPSL), Nancy Tate (VPAA), Rusty Taylor (Applied Studies), and Elliott Haugen (ISS). Scheduling conflicts: Donna LaLonde (Math) and John Moore (VPAT).

The TSC members expressed their sympathy on the recent passing of Alan Bearman’s father.

Committee members were invited to the open house today to celebrate completion of the upgrading of the Instructional Television Studio in the lower level of Henderson.

Agenda:

1. **Approval of Minutes.** The minutes of the Technology Steering Committee (TSC) meeting of September 24, 2010 were approved. Minutes of TSC meetings are posted on the ISS “Committees” web site.

2. **Kaludis Consulting Report.** The TSC agreed that an email would be sent (from VPAA and VPAT) to the “allfacultystaff” list informing everyone about the posting of the Kaludis Consulting IT assessment report, executive summary, and the TSC response/action plan. (Web links to the documents were added to MyWashburn as a channel called “Washburn IT Assessment Documents” under the “Student” and “Employee” tabs.) Elliott Haugen indicated he would also include this information in the ISS newsletter planned for late October.

3. **Status of Washburn’s Strategic IT Plan.** Alan Bearman has been away from campus, but the identification of planning task force members is proceeding. Rusty Taylor noted that he may have been premature in sending the campus-wide email about the task force. Members agreed the communications was still helpful. The IT planning task force reports to the TSC and has been charged with addressing the key planning recommendations in the Kaludis Consulting report. This planning effort will begin by soliciting input from the campus. Elliott Haugen emphasized the importance of including “naturally occurring groups” - existing University committees, groups, and shared governance bodies, e.g., WSGA, Faculty Senate, Staff Council, Deans. Online Learning Committee.

4. **Role of the TSC.** In a continuing discussion about IT governance, the TSC concurred that no change should be recommended regarding the CIO chairing the Committee. In the past, the VPAA and VPAT co-chaired the TSC. Members expressed the expectation that the CIO would bring the most texture to the IT agenda. Elliott Haugen shared that the primary responsibility of institutional IT advisory groups is to ensure appropriate IT planning, policy development, and priority setting. The Committee affirmed that since the TSC is an advisory group to the President, the chair (CIO) is responsible for communicating recommendations to the President. Additionally, the chair must promote transparency and communications within the University.

The TSC also agreed that it should do a better job of communication the role of the Committee to the University. Nancy Tate will bring the Committee purpose statement, as included in the Faculty Handbook, so TSC can discuss its clarity and relevance. It is expect that the IT planning
task force will consider recommending improvements to how the TSC can promote better interaction with the Faculty IT Advisory Council and a potential University information systems council.

5. **Status of Declaration of Major Project.** Elliott Haugen reported that Sue Jarchow (ISS) had been working with Richard Liedtke, Nancy Tate, and others. She has developed a position document for those individual that describes how the requirements can be addressed. Sue will continue to follow up with Richard and Nancy to ensure the necessary changes are made in Banner and processes.

6. **Update on Web Advisory Council.** Cindy Hornberger reported that the group has been formed and will meet soon to discuss constituent priorities. She expects the Council to jointly address the purpose/intention of the University web, staffing, and possible improvement strategies. The creation of this web group is not a long-term action since it will meet only a few times to establish “big theme” priorities, rather than to address daily operations issues. Richard and Cindy will meet to discuss the role of jones huyett Partners, the advertising and marketing firm hired to improve communications and student recruitment strategies.

Prepared by: Elliott J. Haugen, Interim CIO/Director, Information Systems & Services

Approved by Technology Steering Committee: November 17, 2010