Technology Steering Committee Meeting  
December 8, 2010

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

Agenda:

1. Approval of Minutes. The minutes of the Technology Steering Committee (TSC) meeting of November 17, 2010 were approved. Minutes of TSC meetings are posted on the ISS “Committees” web site.

2. Past Issues:

   2.1. Banner System Management/Security Responsibilities. The revised document was reviewed (see Attachment A). Discussions included comments by JuliAnn Mazachek that the Foundation may recommend eliminating the use of the Banner Alumni module since the Foundation’s’ Raiser’s Edge system is the authorities alumni/development system and it supports the University’s alumni and giving recordkeeping. A motion was made and passed to adopt the documented Banner-related management and security responsibilities.

   2.2. Technology Steering Committee. The TSC continued its discussions about whether its membership is appropriately structured. Dr. Tate stated that the Faculty IT Advisory Council (FITAC) consists of representatives appointed by each Dean. If no one is a Faculty Senate member, the Faculty Senate can appoint a representative. The FITAC appoints two of its members to join two appointed by the VPAA as members of the TSC. She also noted that Karen Camarda will complete Cecil Schmidt’s term on the FITAC since he is on sabbatical. TSC members also discussed the representation of various constituencies, but agreed to honor the IT planning process before further considerations.

   2.3. Status of Washburn’s Strategic IT Plan. Alan Bearman reported that the IT strategic planning task force has met and will begin its work in January through weekly meetings. The five key themes in the Kaludis Consulting report will serve as the foundation for the plan, which will be forwarded to the TSC by the end of the Spring term. A conference call was scheduled with the University of Nebraska Omaha and Truman State University to discuss their strategic planning processes.

   2.4. Streaming Video Capabilities. Alan Bearman informed the TSC that Mabee Library, ISS, and KTWU have been discussing storage solutions for the increasing use of digital video media. He also mentioned that he has discussed with WSGA the need for a campus-wide printing policy.
3. **New Information/Issues.**

3.1. Elliott Haugen reported that new communications equipment will be added as part of the recent change to KanREN for Internet connectivity. This NSF-funded KanREN change will increase Washburn’s Internet capacity to 10 Gbps; we are currently at 1 Gbps (up from the previous 60 Mbps).

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

Approved by Technology Steering Committee: January 8, 2011
Attachment A:

Banner System Management/Security Responsibilities

Washburn University’s Banner Security Officers have two primary roles:

1. System Oversight Responsibilities:
   a. To help ensure consistency and integrity of Banner and its database elements and associated software. This includes understanding the consequences of system changes, coordinating upgrades or modifications, managing screen/form contents, and resolving data quality issues, e.g., duplicate person data.
   b. To review and approve software project requests that result in changes to system application code. (Report creation is not included)
   c. To review and approve all database table/field additions or changes.
   d. To coordinate software release installations and major modifications, i.e., feature testing by users, go-live scheduling and follow up, and data conversion implications.
   e. To consider institutional information needs and to promote planned system growth.

2. Information Access/Security Responsibilities:
   a. To ensure there are system access policies and procedures.
   b. To review and approve requests for Banner access and database update capabilities.
   c. To promote system, data usage, and confidentiality training.

The following designees are Banner Security Officers and can sign off on (written) access requests and Banner updates:

<table>
<thead>
<tr>
<th>Banner Security Officers/Designee</th>
<th>Banner Module/Database</th>
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<tbody>
<tr>
<td>Chris Leach (Finance, VPAT designee)</td>
<td>Finance</td>
</tr>
<tr>
<td>Nancy Tate (VPAA designee)</td>
<td>Faculty and course-related access</td>
</tr>
<tr>
<td>Richard Liedtke (Enrollment Management)</td>
<td>Admissions</td>
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<tr>
<td>Gail Palmer (Financial Aid)</td>
<td>Financial aid</td>
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<tr>
<td>Carla Rasch (Registrar)</td>
<td>Student records</td>
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<tr>
<td>Rick Anderson (VPAT)</td>
<td>Human Resources and other non-Finance access in VPAT area</td>
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<tr>
<td>Denise Ottinger (Student Life)</td>
<td>Student Life-related data</td>
</tr>
</tbody>
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Approved by Technology Steering Committee: November 17, 2010