Technology Steering Committee Meeting
January 27, 2011

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

The TSC welcomed its newest member Randy Pembrook, Vice President of Academic Affairs.

Agenda:

1. Approval of Minutes. The minutes of the Technology Steering Committee (TSC) meeting of December 8, 2010 were approved. Minutes are posted on the ISS “Committees” web site.

2. Past Issues:

2.1. Technology Steering Committee. The TSC discussed and revised the statement (Attachment A) about the Committee’s role, membership, and responsibilities. Discussion featured the importance of lines of communications about technology issues within Washburn, expectations for IT planning structures within University academic and administrative units, and Faculty Senate input on TSC membership. To address the latter, the Committee changed the currently appointed members from two faculty members appointed by the Faculty IT Advisory Council to one member and designated that the other faculty member be appointed by Faculty Senate. (There are also two faculty members appointed by the VPAA). There are no terms or term limitations on appointments to the TSC since most members serve due to their institutional position; however, the appointment of the four faculty members is reaffirmed annually.

Alan Bearman expressed his concern about using the term “CIO” in the TSC statement. He questioned whether this title was an official designation and whether the CIO title implies eventual management of the Library or it or other campus technology environments. John Christensen also shared similar concerns. Elliott Haugen stated that the current Director of Information Systems and Services states that the person serves as the University’s CIO. He added that CIO positions seldom have management responsibility for the IT and the Library (data is included in the Kaludis Consulting report) and if they did, those positions have titles such as provost or vice presidents or associates. There was general TSC agreement that there are no intentions that the Library be under the CIO. This topic led to some questions and discussions about the CIO recruitment which will be jointly organized by Randy Pembrook and Rick Anderson. TSC members expressed the importance of considering potential candidates with great quality and character. Now that Dr. Pembrook is on campus, the CIO recruitment plans will be developed; there has been no decision made on the eventual CIO reporting line.

A motion was made, seconded and passed to accept the revised TSC definition.
2.2. **Status of Washburn’s Strategic IT Plan.** Alan Bearman reported that the IT strategic planning task force continues to develop goal/objective statements around five core themes. He shared initial drafts of an introduction to the University-wide IT plan and the first theme “Improve shared IT governance, planning, and support services.” Work has begun on the next theme to “Enhance technology support for teaching, learning, and research.” The TSC was asked to provide feedback to Alan early in the planning process, rather than waiting for the advancement of a final plan.

2.3. **Technology Day.** Rusty Taylor updated the TSC on the technology day planned for Friday, March 11, 2011; this is also a “junior day” for Admissions. The focus will be on innovative campus uses of technology to support teaching and learning. There will be poster sessions, departmental open house opportunities, faculty development/training sessions, and a few vendors. Washburn faculty presenters will emphasize the pedagogical benefits of using technology, how to get started, and general IT awareness. Emails continue to be sent to all faculty and staff.

Cecil Schmidt, chair and member of the Faculty IT Advisory Council, is on sabbatical this term. Karen Camarda (associate professor, Physics & Astronomy) has replaced him on the Council and Leslie Reynard (assistant professor, Humanities) is the new chairperson.

3. **New Information/Issues.**

3.1. Alan Bearman report that members of the Mabee Library, ISS, and KTWU have been discussing options to improve streaming video capabilities on campus. KTWU has almost outgrown the limits of its video storage/archival system (located in ISS/Bennett) and ISS has a small video server which has limited features and has reached its maximum capacity. Mabee Library is increasingly expected to provide on-demand course-related video resources. The initial feasibility study group recently provided an update to Nancy Tate (VPAA) and Elliott Haugen (ISS). He asked the TSC for permission to broaden campus involvement in preliminary planning and needs analysis. The TSC member agreed with this request.

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

Approved by Technology Steering Committee: February 17, 2011
Attachment A:

**Technology Steering Committee Role and Responsibilities**

The following draft is revised description of the TSC (to replace the existing text into Faculty handbook – under Presidential advisory committees):

**Technology Steering Committee (CIO)**

a. Purpose and Function

The Technology Steering Committee (TSC) is responsible for ensuring that that the strategic development and deployment of University information technology resources, services, and support are guided by planning, priorities and policies. The TSC is an advisory body to the University President.

b. Membership

Vice President for Academic Affairs (VPAA), Vice President for Administration and Treasurer (VPAT), Vice President for Student Life, Executive Director of Enrollment Management, two faculty members appointed by the VPAA, one faculty member appointed by the Faculty Senate, and one faculty member appointed by the Faculty Information Technology Advisory Committee (FITAC), Dean of University Libraries, President Washburn University Foundation, Special Assistant to the President, and CIO/Director of Information Systems and Services (ISS). The CIO chairs the Committee.

c. Functions of the Technology Steering Committee

- Provide insight, focus, and guidance on major technology issues facing the University
- Promote communications and shared IT governance as important factors in developing strategic IT priorities, collaborative plans, and integrated solutions and support.
- Develop, review, and approve policies regarding technology use, protections, and stewardship
- Recommend funding for University technology initiatives based on input from the FITAC