Technology Steering Committee Meeting
April 26, 2011

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

Agenda:

1. Approval of Minutes. The minutes of the Technology Steering Committee (TSC) meeting of March 10, 2011 were approved. Minutes are posted on the ISS “Committees” web site.

2. Past Issues:

2.1. Recruitment/search for CIO/Director of ISS. Nancy Tate updated the TSC on the process and upcoming campus interviews.

2.2. Status of Washburn’s Strategic IT Plan. Alan Bearman reported that the IT strategic planning task force is substantially complete and sub-groups are making final revisions, completing appendices, and creating a more consistent writing style. An open campus forum was held on April 21 and that feedback will be incorporated into the plan.

2.3. Technology Day. Elliott Haugen expressed thanks for all the FITAC (Faculty IT Advisory Council) planning and work that went into the technology day held on Friday, March 11, 2011.


3.1. IT Update. Elliott Haugen presented a PowerPoint summary of University technology accomplishments during the past year, current activities, and planned STEPs (Strategic Technology Enhancement Projects). President Farley attended this presentation.

3.2. Expiration of student computer accounts. The TSC discussed the possibility to extending the expiration of student accounts beyond the current schedule and details as shown below:

    MyWashburn accounts for students remain active for ONE fall or spring semester after graduation or separation from the university.
    Accounts are deleted on February 15, June 15, and September 15 each year.
    This process includes not only email accounts, but also MyWashburn, WUAD, LDAP, and Angel.
    Fort Hays - never delete, they have a lifetime email policy
    Emporia - delete email account 2 years after student's last enrolled semester
    Johnson County - Uses Google for email, active forever
KU Med Center - delete one semester after their last enrolled semester although in practice it usually slips to 2 semesters.

Pittsburg - students have Google mail accounts, so they are lifetime

Discussions revealed that extending account deletions to TWO fall or spring semesters is not a technological problem and easily managed. Other benefits to keeping MyWashburn and email accounts open longer include processing of 1098Ts and collecting on delinquent accounts.

A motion was made, seconded, and approved to extend the availability of student accounts to two semesters of non-attendance. ISS was instructed to make this happen.

3.3. **IT policy.** Draft copies of a proposed Information Technology Resources policy document and a regulations/procedures document were distributed. Elliott Haugen, Bob Stoller, and Harold Rood (HR) have revised and reformatted an existing Washburn acceptable use policy so it complies with the Board of Regent’s policy format. The TSC member were asked to provide feedback to Elliott or Bob. This will become Washburn’s first Board-level technology policy.

3.4. **Distributed reporting planning.** Nancy Tate, Cindy Hornberger, and Donna LaLonde reported that Washburn’s demand for reports are increasing dramatically. IR routinely gets 30 requests per week for special report. Rick Anderson added that expectations for financial and budget information are also increasing. Richard Liedtke talked about requests from Deans for enrollment management reports. Reporting is also a high priority for the Executive staff and has been included in Washburn’s strategic plan and in the drafted IT strategic plan. Therefore, a reporting plan is being developed to improve the integrating reporting capabilities for Banner and external data. The proposed strategy is to establish a data warehouse environment with distributed, on-demand reporting capabilities. Nancy Tate is leading a small task force to complete a pilot project. IR and ISS staff members are developing an implementation plan.

3.5. **PC replacement cycle** – A request for FY12 technology funding will be presented at the May, 2011 Board of Regents’ meeting in order to get equipment in earlier in the summer.

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

Approved by Technology Steering Committee: _______________________