Technology Steering Committee Meeting
July 14, 2011

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

Agenda:

1. Approval of Minutes. The minutes of the Technology Steering Committee (TSC) meeting of April 26, 2011 were approved. Minutes are posted on the ISS “Committees” web site.

2. Announcements. E. Haugen reported that the University administration and the Board of Regents approved the preferred recommendation of the Faculty IT Advisory Council (FITAC) and the TSC for a FY12 Technology funding level of $600,000. This funding covered all number one priorities established by executive-level administrators; increased computer replacement to $200,000 (up $50,000); and included ISS’ highest rated University priority - $120,000 for a modernized online storage solution.

3. FITAC. The following faculty have been appointed to 2-year terms on the FITAC by the Deans (this is a revised list from what was mentioned at the TPC based on recent appointees):

<table>
<thead>
<tr>
<th>Title/School</th>
<th>2011-2012</th>
<th>Comment</th>
</tr>
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<tbody>
<tr>
<td>CAS (Soc Sci)</td>
<td>Shaiao-Li Ding</td>
<td>Replaces Michael McGuire</td>
</tr>
<tr>
<td>CAS (Nat Sci/Math)</td>
<td>Shaun Schmidt</td>
<td>Replaces Cecil Schmidt (Karen Carmada interim)</td>
</tr>
<tr>
<td>CAS (Crtv/Perf)</td>
<td>Kerry Wynn</td>
<td>Replaces Azyz Scharafy</td>
</tr>
<tr>
<td>SON</td>
<td>Jeanne Catanzaro</td>
<td>Reappointed</td>
</tr>
<tr>
<td>Mabee Library</td>
<td>Tammy Baker</td>
<td>Replaces Keith Rocci</td>
</tr>
</tbody>
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Continuing members (in 2nd year of term) are:

- CAS (Human)             Leslie Reynard  Chair
- CAS (Ed-KN)             Ross Friesen
- SAS                    Rusty Taylor
- SOBU                    Rosemary Walker
- SOL                     John Christensen
- ISS                     Elliott Haugen


4.1. Recruitment/search for CIO/Director of ISS. Nancy Tate updated the TSC on the CIO search since the selected candidate chose not to accept Washburn’s job offer. The search committee decided to reopen the search. Qualifications were upgraded to a master’s degree plus ten years of higher education experience or a bachelor’s degree plus twenty years. A few additional online advertising sites were included this time. VPAA and VPAT have begun to seek nominations from colleagues outside of
Washburn and TSC members were encouraged to do the same. The search committee membership will remain the same; Steve Angel and Nancy Tate will co-chair.

4.2. **Status of Washburn’s Strategic Technology Plan.** Alan Bearman (chair of the Technology Strategic Planning task force) shared an email on June 2 with the TSC and planning task force that stated “This version is being submitted by the Strategic Planning Task Force to the Technology Steering Committee for its consideration for final adoption.” The final draft (May 12, 2011) is posted on the ISS web site (under both the Committees and Planning tabs).

The TSC discussed the next steps including how to identify immediate and high-priority implementation steps. Members suggested examples of significant issues, including faculty development, learning management system strategies, email/calendaring improvements, distributed reporting/data warehouse, assessment and learning outcomes data, online storage, streaming video, interdisciplinary and collaborative opportunities, and the future role of computer labs.

The TSC expressed its thanks to the Technology Strategic Planning task force and agreed that the plan is solid, comprehensive and strategic. It is therefore time to solicit ideas from the University about implementation priorities.

The following motion was made, seconded and approved “to accept the Technology Strategic Plan as submitted by the planning task force and to develop a process by which prioritization and implementation actions could be identified.”

The plan will be distributed to leaders of the Online Learning Committee, Faculty IT Advisory Council (FITAC), Faculty Senate, Staff Council, Academic Deans, WSGA, and others. An email will be send from the VPAA asking that input be given to their FITAC representative regarding implementation recommendations; an open forum will be held during Fall term.

4.3. **Distributed reporting planning.** The TSC discussed the “Information Access and Decision Support Strategy for a Data Warehouse and Distributed Reporting Solution” (at web link - http://www.washburn.edu/main/iss/planning.html) document. This STEP (Strategic Technology Enhancement Project) plan defines a strategy and implementation actions for creating a data warehouse and distributed reporting environment at Washburn. TSC member comments included an emphasis on the importance of this to the University as it continues to address data-driven requirements and enhances the availability and usefulness of data and, similarly, its web-related resources. It is important that this effort set the stage for an analytical solution that consolidates Banner data, other Washburn databases, and external data resources. This requires a clear focus on the part of the University to identify and engage individuals, groups, and leadership in addressing the importance of key initiatives and in providing the necessary time and resources.

The Deans, VPAA, and VPAT offices provided input about key reports that will be created during this pilot project. There will be a conference call next week for interested
persons to speak with people at Kennesaw State University and Georgetown University about distributed reporting.

4.4. IT policy. Final drafts of a proposed Information Technology Resources policy (see Attachment A) and regulations/procedures (see Attachment B) were distributed. These represent the first technology-related proposed for inclusion in the WUPRPM. Elliott Haugen, Bob Stoller, and Harold Holden (HR) have revised and reformatted the old Washburn acceptable use procedure so it complies with the Board of Regent’s policy format. Bob has vetted the initial draft with several campus individuals. The TSC members were asked to provide feedback to Elliott or Bob.

The next steps are to get feedback from the FITAC, Faculty Senate, Academic Deans, and Staff Council. An email should be sent by the VPAA and VPAT early in the Fall semester to all faculty/staff with a web link to the draft policy and a request to contact their FITAC or Staff Council representative (a list would be included). The goal would be to have this policy submitted for the September 30 Board of Regents meeting, but it will be more important that there be opportunities for shared governance input.


5.1. Student Intranet. Nancy Tate reported on faculty and staff concerns about the challenges navigating the intranet portal (MyWashburn) - especially the student area of the intranet. Dr. Pembrook has requested that Nancy lead an effort to generate discussions about how the portal navigation could be streamlined. As Washburn moves forward with improving the public web site, people are concerned that as students leave the easy-to-use public web site they will be frustrated by the intranet portal.

Therefore, the VPAA will organize a task force that includes students to discuss online student service requirements. The focus will be on expected functionality, rather than on tools or specific designs.

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

Approved by Technology Steering Committee: September 20, 2011
Washburn University

Attachment A: Policy Draft #2

WUPRPM. Board Policies. Effective Date: TBD

BB. Computing and Information Technology Resources

1. Policy:

1.1 Purpose. To set forth policies regarding the confidentiality, integrity, availability, and safeguarding of the University’s electronic information and its computing and information technology resources.

1.2. Establishment of Regulations. The Administration shall establish regulations and procedures to ensure confidentiality, integrity, availability, and safeguarding of the University’s electronic information and its computing and information technology resources. These regulations shall be consistent with Board policies, applicable laws and regulations, and sound, equitable business practices.

2. Scope. University information technology resources (ITR) are important components of the University’s educational, research, services, and operational activities. This policy provides a framework for the responsibility for and use of those resources by:

- Employees;
- Students;
- Emeriti or those designated as eminentes universatatis;
- The general public when such access or use is for academic purposes related to the mission of the University; and,
- Others as authorized by the Administration or the designee responsible for the ITR.

3. Information Technology Resources (ITR). Information technology-related resources which shall be provided and protected from unauthorized access or from loss include, but are not limited to, computers, hardware, software, information systems, databases, digital media, electronic equipment, and communications devices utilizing an ITR. This definition includes ITR that exist now or will be available in the future.

4. Responsibilities. Each Employee, Student, University Group, or Non-University Group shall be responsible for the appropriate use and protection of ITR when used by or assigned to such Employee, Student, University Group, or Non-University Group following published ITR standards and processes.

5. Technology Steering Committee. The Administration shall establish a committee which shall be responsible for ensuring the strategic development and deployment of University information technology resources, services, and support are guided by planning, priorities, policies, regulations, and procedures. The TSC shall be an advisory body to the President.

6. Acceptable Use. The Administration shall ensure there are acceptable use standards to protect the rights of individual users to pursue scholarly inquiry while providing appropriate access precautions and ITR protections. ITR users, providers, and support personnel shall abide by regulations and procedures pertaining to their usage and as institutional ITR stewards.
Attachment B: Regulations and Procedures Draft #2

WUPRPM. Regulations and Procedures. Effective Date: TBD

BB. Computing and Information Technology Resources

1. Purpose: To set forth the regulations and procedures for the availability, authentication, and usage of University Information Technology Resources (ITR), including but not limited to voice, video, and data services.

2. Definitions.
   2.1 “Account” means credentials for accessing any ITR that requires authentication, e.g. password.
   2.2 “Community” means University Groups, Employees, Students, former Students who continue to have authorized access to University electronic information systems, emeriti or those designated as eminentes universitatis, General Public when such access or use is for academic purposes related to the mission of the University, and authorized Non-University Groups.
   2.3 “ITR” means information technology-related resources, including communications, computing, and information resources listed in section 5 below.
   2.4 “User” means the University community member or student-eligible individual with an authorized reason to use any ITR.

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

3.1 TSC Membership. The President shall appoint the TSC which shall be comprised of:
   - Vice President for Academic Affairs;
   - Vice President for Administration and Treasurer;
   - Vice-President for Student Life;
   - Executive Director, Enrollment Management;
   - One faculty member recommended by the Faculty Senate;
   - One faculty member recommended by the Faculty IT Advisory Committee (FITAC);
   - Two faculty members recommended by the VPAA;
   - Dean of Libraries;
   - Special Assistant to the President;
   - President of the Washburn University Foundation; and
   - CIO/Director of ISS.

3.2 TSC Functions. The functions of the TSC are to:
   - 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; and

• Recommend funding for University technology initiatives based on FITAC input.

4. Modifying Regulations and Procedures. Any University department may propose changes to ITR-related regulation and/or procedure by forwarding their request to the TSC for review and decision.

5. Information Technology Resources (ITR). Information technology-related resources which shall be provided and protected from unauthorized access or from loss include, but are not limited to, computers, hardware, software, information systems, databases, digital media, electronic equipment, and communications devices utilizing an ITR. This definition includes ITR that exist now or will be available in the future.

ITR include, but are not limited to:

• Computer and peripheral equipment;

• Video/audio equipment and recordings;

• Digital/data storage devices;

• Electronic data, databases and digital media;

• System computer programs and documentation;

• Application software, programs, and documentation;

• Network equipment and data communications technologies;

• Telephony equipment and services;

• Computing and communications-related physical facilities, including power, environmental control, and utility services; and,

• Communications devices accessing a University ITR and mobile and desktop devices that may now exist or will be available in the future, including computers, telephones, and wireless devices or smartphones when connected to an ITR.

6. Acceptable Use.

6.1 Core Values. These acceptable use standards are established to protect the rights of individual users to pursue scholarly inquiry, use University services, and conduct University business while providing appropriate access precautions and ITR protections. ITR users, providers and support personnel shall abide by regulations and procedures pertaining to their usage and as institutional ITR stewards.

6.2 Acceptable Use Standards. ITR Users shall:

• Use only those ITR for which the user has authorization;

• Protect account and password information from access by others;

• Use ITR primarily for University-related work;
Comply with all applicable local, state and federal laws, including copyright and licensing laws;
Comply with all University policies and regulations;
Respect the use of ITR by others; and,
Report violations of these standards to the appropriate authorities or University administrators.

6.2.1 Violations of the acceptable use standards shall include, but not be limited to:
- Disregarding intellectual property ownership rights, including copyrights, trademarks, or similarly protected information;
- Sharing of a person’s credentials with another individual;
- Using ITR for commercial or for-profit purposes;
- Harassing others through the use of ITR;
- Disrupting the usage of the ITR by others;
- Gaining or attempting to gain unauthorized entry to ITR via Washburn’s network or on the Internet;
- Purposefully propagating computer worms, viruses or other malicious software;
- Distributing mass or individual email with commercial advertising using ITR;
- Connecting equipment to ITR that results in destabilization of the ITR; and,
- Providing services to local or remote users by using ITR for purposes not related to the mission of the University.

6.2.2 Noncompliance with these standards may result in any of the following:
- Warning that a use is prohibited;
- Acceptable use counseling by University personnel;
- Temporary disabling of ITR access and/or account;
- Permanent disabling of ITR access and/or account;
- Appropriate disciplinary actions as outlined in Subject F. Employee and Labor Relations, Section 4 or in the applicable University handbook;
- Subpoena of data files;
- Legal prosecution under applicable local, state and federal laws; and,
- Possible penalties under the law, including fines and imprisonment.