Technology Steering Committee Meeting

September 20, 2011

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

Agenda:

1. **Approval of Minutes.** The minutes of the Technology Steering Committee (TSC) meeting of July 17, 2011 were approved. Minutes are posted on the ISS “Committees” web site.

2. **Announcements.** E. Haugen provided updates on the following:

   2.1. **LLC Wireless.** Work continues on addressing LLC wireless performance and coverage problems that began during the Fall semester startup. It appears that the high volume of wireless traffic in the LLC is overwhelming the signal receiving/sending capacity of existing APs (access points) equipment. Residential Living staff and individual students have helped ISS identify specific rooms where wireless service is inadequate and where Ethernet cables were distributed. There is no single identifiable area of outage. ISS and Xirrus tech support personnel have upgraded AP firmware, repositioned some devices, and added another AP. Work will continue to seek ways to improve the LLC wireless. Several TSC members supported the development of a more formal strategy for the future enhancement of wireless within all of Washburn.

   2.2. **Distributed Reporting.** Progress is being made on implementing the distributed reporting/datamart solution. Data blocks are being created with a pilot project priority on enrollment and financial data for Deans and reports for Enrollment Management. This work is being coordinated by a taskforce led by Nancy Tate while implementation tasks are being completed by IR and ISS staff. The group is also looking at a user-friendly reporting tool and has been investigating Cognos and Argos – two Banner-compatible report creation products. Additional funding will be needed to license and implement the tool. The datamart (warehouse) capability already exists in Banner’s ODS (Operational Data Store) software currently licensed by the University.

   TSC members emphasized the need for a clear timeline, defined deliverables, and how departments may eventually be impacted. E. Haugen said a STEP (Strategic Technology Enhancement Project) Distributed Reporting document was available on the ISS “Planning Activities” web site and that key pilot project tasks would be completed during Fall 2011 semester. Donna LaLonde reported Dean’s staff are being invited to participate in evaluation and training opportunities. In addition, she said some of the data needed to support the Education department’s accreditation is being extracted from Banner and that Cecil Schmidt is working with ISS on an interface with an Access database that includes external and other needed data. Rick Anderson said that Deans’ offices will help to validate the financial data.
2.3. **Online Storage.** The SAN (Storage Array Network) equipment has arrived and ISS staff have begun preliminary installation and testing. Funding ($120,000) was provided this fiscal year to address one of the University’s highest technology priorities – the need for a better and larger online storage system. The priority will be on moving WUSTORE files to the new system since it is faster, more reliable, and includes built-in redundant (restore) capabilities. It is planned that this would happen during the winter break, but that volunteers would be sought to confirm the successful migration of their files. TSC member wanted to see a plan for the migration.

2.4. **Web Projects.** The University continues to address both internal and external web functionality requirements. The study, being conducted by BarkleyREI, continues under the leadership of Cindy Hornberger and the MyWashburn student services requirements are being discussed within a task force led by Nancy Tate.

3. **Past Issues.**

3.1. **Recruitment/search for CIO/Director of ISS.** Six finalists were identified, although two withdrew from consideration. Skype interviews will be conducted next week by the CIO search committee. The goal is to narrow the finalists to 2-3 by the end of September and to hold campus interviews the last two weeks of October.

3.2. **Washburn’s Strategic Technology Plan.** The TSC discussed the next steps regarding plan priorities and there was agreement that the recommendations about shared governance should be addressed immediately. TSC members agreed the most important tasks should be developing a more defined reporting role for the existing Online Learning Committee; an expectation that individual colleges/schools/divisions establish their own technology groups within the overall planning framework; that a student technology group be formed; and that an Information System Advisory Council be created by the TSC. The initial goals for all these groups would be to help define high priority recommendations based on the new strategic IT plan. The final Technology Plan accepted by the TSC in July was copied to the “Committees” and “Planning Activities” web pages within the ISS web site.

3.3. **ITR policy.** There was discussion about the latest draft of a proposed Information Technology Resources (ITR) policy that was emailed to TSC members. Elliott Haugen will make the suggested revisions and get additional feedback from the FITAC. He will send a copy to Steve Angel, president of Faculty Senate. The goal is to make a recommendation to the President in time for the Executive Staff to consider submitting it to the Board of Regents before the end of 2011 and before the interim CIO leaves.

4. **New Information/Issues.**

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

Approved by Technology Steering Committee: November 30, 2011