Technology Steering Committee Meeting
November 30, 2011

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

Agenda:

Rick Barker (Computer Science) was formally welcomed as the newest member of the TSC. He was recommended by Faculty Senate as their representative and replaces John Christensen (Law) who had been one of the two Faculty IT Advisory Council (FITAC) appointees. Rusty Taylor (Applied Studies) continues as the FITAC representative. The TSC changed the membership (January 27, 2011) to replace one of the two FITAC members with a Faculty Senate appointee.

1. Approval of Minutes. The minutes of the Technology Steering Committee (TSC) meeting of September 20, 2011 were approved. The minutes/summary of the e-meeting/voting of November 21 were approved. Minutes are posted on the ISS “Committees” web site.

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

2.1. Communications. The October 2011 ISS newsletter was distributed and is posted on the ISS web site (“Planning Activities”); the Kaludis Consulting report, executive summary, and TSC response were removed from the MyWashburn channel.

2.2. ANGEL. An “Angel Access Denied” error message began appearing for some online users around October 7 and increased significantly around October 28 for others. It was a poorly worded error since access was allowed, but some content wasn’t available. ISS escalated the problem with ANGEL Support and their hosting services. The latest changes were made on November 10 and ISS has received reports from faculty and students that they are no longer seeing the message. This issue appears to be resolved, but ANGEL Support and ISS will monitor session logs and seeking feedback until there is assurance that this is permanently solved. It was noted that a few faculty were affected during the online voting (curriculum), although some of those problems may have been due to the complexity and newness of the e-voting process.

2.3. ITR Policy. The University’s first Information Technology Resources (ITR) policy and regulations/procedures were approved by the Faculty IT Advisory Council, TSC and Executive Staff and will be submitted for Board of Regents approval (December 9).

2.4. Distributed Reporting. Nancy Tate updated the TSC on progress being made on the pilot distributed reporting and data warehouse project. After demonstrations and evaluation by the project task force and invited deans’ staff, the Argo reporting tool was selected and a request is being presented from the VPAA to the Board of Regents (December 9) for approval to acquire Argos ($66,000 for license fee and initial implementation plus $15,000 for up to two weeks of additional implementation
(assistance.) Funding will come from the consolidation of past years unspent technology funds (due to purchase prices being lower than requested). The IR/ISS team continues to create data blocks and develop identified and prioritized reports, including totals/summaries of departmental majors, student/course registrations, and operating expenses for all funds (with detail beyond the MyWashburn self-service). Donna LaLonde reported that the plan is to include external (non-Banner) data, whenever feasible, into the ODS (Operational Data Store); this will help support future program reviews, assessment, and accreditation. TSC members were assured that after the pilot project, access to this distributed reporting environment will be extended within school/colleges/divisions. A data dictionary is being developed to help those creating ad hoc reports. Training, security, and support will also be addressed.

3. **Past/Ongoing Issues.**

3.1. **CIO/Director of ISS update and Exit Strategy for Interim.** Rick Anderson commented on the all-faculty-staff email sent yesterday announcing the hiring of Floyd Davenport. Floyd has extensive higher education and service-oriented technology experience; he comes from Iowa State where he is the Information Technology Officer for the ISU Extension Service and had been at the University of Illinois. It is anticipated that the new CIO will work with the TSC and University community to identify high priority projects based on the Technology Strategic Plan, such as wireless and online services, and to continue building on the current foundation of shared governance, planning, communications, and responsive technology services.

Elliott Haugen will be on-campus this week (Monday, November 28 through Thursday, December 1) and next week (Wednesday, December 7 through Friday, December 9). Mr. Haugen attended the November 28 Faculty Senate meeting to thank them for stating their expectations when he arrived in February 2009 and for providing input and feedback about technology issues during the past 22 months. He also asked Taylor McGown, WSGA president, to thank the student senators for their involvement (at their November 29 meeting). Floyd will be on campus Friday, December 9 to meet with Rick Anderson, HR, and Elliott Haugen; and he will attend the Board of Regents meeting. His first day will be January 2, 2012.

4. **New Information/Issues.**

4.1. **FY13 Technology Budget Process:**

a. By mid-January, 2012, technology requests prioritized by the division leaders/VPs will be sent to the VPAA’s office.

b. By January 20, Dr. Tate will email the technology categorized list to the Technology Steering Committee (TSC) for preliminary review.

c. By January 25 (Noon), any TSC member “category” input should be emailed back to Dr. Tate; this is not the prioritization step.

d. By January 26, Dr. Tate will email the list (with a funding target) to Leslie Reynard, chair of the Faculty IT Advisory Council (FITAC) who will review and prioritize the list. The list must be returned to Dr. Tate by February 2.
e. By February 3, the recommended list of funding priorities will be sent to the TSC for final prioritization. The list is due back to Dr. Tate by February 15, 2012.

f. By February 17, the TSC-approved funding recommendations will be submitted to the Budget Director.

g. By March 1, the recommended Technology budget will be prepared for presentation to the Board of Regents for their March 15, 2012 meeting.

4.2. Information Systems Advisory Council. The TSC begin the process of creating the new Washburn Information Systems Advisory Council (not official name, but if used it could be shortened to WISAC). The group should begin its work by reviewing the Technology Strategic Plan and identifying important, immediate priorities. This group will consider issues associated with all Washburn information systems (not just Banner) that support the services and business associated with the teaching enterprise. This includes ensuring streamlined processes, consistent data policies, systems integration, training, data protections, and access improvements.

The Technology Strategic plan provided the following starting point for membership:

- Enrollment Management (representatives)
- Faculty Senate
- Institutional Research
- Staff Council
- Student Life (representatives)
- VPAA (representatives)
- VPAT (representatives)
- Washburn University Foundation
- WSGA
- CIO/Director of ISS (ex-officio)
- Assistant Director of Enterprise Systems (ex-officio)

It was suggested that the webmaster also be considered as a member.

Alan Bearman emphasized that a key factor during the entire strategic planning process was the importance of shared governance and input from all levels. He will develop a draft “call for membership” for TSC comments; it will be emailed by the VPAT/VPAA to all faculty and staff. Recommendations for Advisory Council membership will be discussed at the January TSC meeting.

4.3. Wrap-up. Elliott Haugen and TSC membership thanked each other for the contributions both parties made to refocus and improve the technology environment at Washburn. Rick Anderson invited members to a farewell reception at 10:00-noon on Thursday, December 8 in the Memorial Union.

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

Approved by Technology Steering Committee:  January 23, 2012