Technology Steering Committee Meeting
January 23, 2012

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

Agenda:

Floyd Davenport (ISS) opened the meeting.

1. Approval of Minutes. The minutes of the Technology Steering Committee (TSC) meeting of November 30, 2011 were approved. Minutes are posted on the ISS “Committees” web site.

2. ETC Budget Proposals. Nancy Tate (VPAA Office) provided an update on the FY13 Technology Budget Process. The proposals will go to the Faculty IT Advisory Committee on Wednesday and then come back to the TSC for final review before going to the Budget Director in mid-February. A question regarding software purchases was raised. Software requests can be made in the ETC Budget process as long as it is not a recurring expense. Rusty Taylor (Applied Studies) voiced concern over the lack of funding for distance learning software and reminded the committee of the value of our distance learning courses.

3. Argos/Reporting. Donna LaLonde (Math) provided an update to the implementation of Argos Enterprise Reporting System. Three pilot projects are underway: developing and testing reporting for university operations, academics and external data with the Department of Education. Much like the Banner implementation project, power users named “R-Bods” are being identified to assist with the implementation of Argos reporting across campus. There is a training event planned for this spring to support the rollout by the end of spring semester.

4. New Storage Implementation. Floyd Davenport (ISS) provided an implementation plan for the new SAN storage environment. This new storage will replace aging equipment and add capacity to existing storage for server infrastructure, databases, imaging and faculty, staff and students. The new storage increase storage efficiency through data compression; provide disk-to-disk back/restore capabilities; and a self-service file recovery option for faculty/staff/students. ISS staff are in the process of migrating to the new storage as a pilot to test the system. Student accounts will be migrated to the new storage over Spring Break. University departments will be migrated over one-at-a-time and ISS will coordinate a timeline with each department. Shared storage (S: drives) will be migrated after the end of Spring Semester. Action Item: Floyd Davenport (ISS) will identify a date for an extended outage for migrating shared storage.

5. Project Management. Floyd Davenport (ISS) discussed the need to develop some project management guidelines for ISS. The goals would be to align projects with our IT Strategic Plan, enhance our communications with our stakeholders and effectively manage our
resources. ISS will develop some criteria to identify projects which should be discussed and prioritized at the TSC (and other Governance committees). The intent is to prioritize and resources large scale projects once or twice per year. Alan Bearman (Mabee Library) requested a list of know ISS projects for review.

6. **Extended Outage.** Floyd Davenport (ISS) informed the committee of a possible extended outage on March 18th (the Sunday before Spring Break) to upgrade Oracle Application Server software. The upgrade is needed to keep Banner current and within support requirements for SunGard. The upgrade will first be accomplished in our test environment. Donna LaLonde (Math) suggested a future topic of establishing set extended outage dates for planning purposes.

7. **Student Technology Advisory Council.** Denise Ottinger (VP Student Life) agreed to assist Floyd Davenport (ISS) with the development of the Student Technology Advisory Council as outlined in the Washburn Technology Strategic Plan.

8. **Next TSC Meeting.** The committee agreed to begin future TSC meetings 15 minutes later at 2:15 pm. The next TSC meeting will be on February 14th.

Prepared by: Floyd Davenport, CIO/Director, Information Systems & Services

Approved by Technology Steering Committee: February 14, 2012