Minutes

Academic Information Technology Commission Meeting
Thursday, December 12, 2013, 4:00 p.m. Gardner Hall Room 156

Attendees:
☒ Kris Wright (Chair, BILSA 2014)
☒ John-Leonard Berg (KLIB 2014)
☒ Thomas Scanlan (CSSE 2016)
☒ Jeffrey Strange (LAE 2014)
☒ Misty Lemon- Rogers (Academic Staff Rep)
☐ Kirstin Lange (Student Senate Rep)
☒ Susan Traxler (Ex Officio)
☒ Joseph Sigwarth (Student Senate Rep)
☒ Lisa Merkes-Kress (Recording Secretary)

☐ George Krueger (BILSA 2013)
☒ Benjamin Collins (EMS 2014)
☒ Abdollah Soofi (LAE 2015)
☒ Hong Teng (EMS 2015)
☐ Vacant (Academic Staff Rep)
☒ Regina Nelson (ICET Rep)
☐ Colleen Garrity (MTS Rep)

Guests:

MINUTES

I. Call to Order
Chair Wright called the meeting to order at 4:04 p.m.

II. Approval of Minutes of October 24, 2013 and November 14, 2013
Scanlan moved to approve the minutes of October 24 and November 14, seconded by Leonard-Berg. Minutes approved.

III. Announcements
No announcements at this time.

IV. Committee Reports
1. OIT (S. Traxler)
The IT office and a faculty offices were broke into today in Gardner Hall, there is still ongoing investigations and the perpetrator has not been apprehended.

The vendor for the IT planning process; they will start in January 2014. The grant process for the IT groups will be an agenda item at some point. During winterim all lab computers will have lab stats software installed; which will track usage based on computer not student, and OIT will also be tagging 50% of the computers. Collaboration across campus is a priority, so this will be one our upcoming projects. Currently we have 1700 computers in 30-40 locations. The help desk will move to the library during Spring break.

2. MTS (C. Garrity)
C. Garrity not in attendance.

3. ICET (R. Nelson)
There will be workshops for faculty, instructional, and non-instructional staff on January 13 and the 15. January 13 will be the basics and January 15 will be 6 hours of workshops on many topics. January 8 and 9 desire2learn will be upgraded to 10.3 and then there will be an upgrade to calterra, which is video related, everyone will be notified when we will be updating. ICET will be using social media to encourage sharing of information.

V. New Business (K. Wright)
No new business at this time.
VI. **Unfinished Business** (K. Wright)
   1. **Status update on IT Prioritization process**
      During the December 19 meeting, we will be formalizing the review process and creating the rubric and next semester the team will start to look at proposals. Chair Wright will report to AITC for feedback.
   2. **AITC Roles and Responsibilities**
      a. Goal is to get revision completed next semester
         The changes need to be finalized so the bylaws can be approved by faculty senate and updated on the web.
   3. **APC Review**
      a. Meeting with APC to address our questions (see below) Wednesday December 18, at 2:00 in the mining room of the Markee Student Center. (Room TBA)
         Thurn and Riedle will be meeting with us to discuss in more detail about what our role is for the APC review process. Discussion ensued about creating more work for ourselves and incorporating Soofi’s survey into the new questions.
   4. **Draft overall comments summarized by Jeff at the 11/14 meeting**
      Jeff stated the minutes reflected his comments correctly.

VII. **Next Meeting Date** Thursday, November 14, 2013

VIII. **Adjournment**
      Chair Wright adjourned meeting at 4:48 p.m.

Respectfully submitted,

Kris Wright, Chair                                  Lisa Kress, Recording Secretary