MINUTES

I. Call to Order
Chair Wright called the meeting to order at 3:01 p.m.

II. Approval of Minutes of March 4, 2013
Carothers moved to approve minutes “as corrected”, seconded by Berg. Minutes approved.

III. Approval of the Agenda
Carothers moved to approve the agenda “as corrected”, seconded by Landgraf. Agenda approved.

IV. Announcements
No announcements at this time.

V. Committee Reports
1. OIT (M. Sherer)
   T. Stappert reported for M. Sherer. A major project is in process, which involves the Huron report and great deal of support staff. Significant changes will be taking place in OIT; two teams have been created to review the department’s policies and procedures and support structure. Concern has been decentralization; however with these two teams they will bring back centralization and create a more efficient system. OIT is creating a catalog in efforts of trying to create better communication with the campus. The computer buy is underway and orders need to be in by June 30, 2013.

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

3. TOPC (T. Carothers)
   Nothing to report at this time.
VI. New Business (K. Wright)

1. Report to Faculty Senate
   Wright completed the year-end report to bring forward for approval. Motion: Carothers moved to approve the Faculty Senate report, seconded by Landgraf. Motion approved.

VII. Unfinished Business (K. Wright)

1. Bylaws, Roles, Mission Statement, and Goals
   Chair Wright attended the last Faculty Senate meeting and Faculty Senate supports our request for regular meeting times and ballot voting. This is being forwarded to the By-law committee to update the by-laws and will present to Faculty Senate for approval before publishing.

2. Survey possibilities for APC program review process
   Finalize draft by Oct. 2013 – Soofi was not able to attend but he emailed some concerns regarding the review process for the committee to discuss.
   More thoughts on creating the report:
   a. Create a longer report for the departments and then review and summarize, then forward a shorter version to the Academic Planning Council (APC).
   b. Create a check box type of form with room for comments
   c. Create categories
   d. Should budgets be considered?
   e. What is the standard equipment used?
   f. Keep this at the program level
   g. Combine license’s if there is more than one department using the same software and save money.
   h. OIT can run a report mid-summer of what software is installed across the campus by using Zen works; however web-based software will not show up on reports.

   Discussion ensued about the survey format. Question two, three, and four could be combined and reworded to create one question and put into a spreadsheet format. Question four thru seven would become the narrative part of the survey. This survey would be yearly.

VIII. Adjournment
   Chair Wright adjourned meeting at 10:52 a.m.

Respectfully submitted,

Andrew Pawl, Secretary
Lisa Kress, Recording Secretary
<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>ACTION</th>
<th>DUE</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start work on Bylaws, roles, mission statement, and goals</td>
<td>Kris Wright</td>
<td>Start discussion</td>
<td>April 1, 2013</td>
<td>☐</td>
</tr>
<tr>
<td>Consider how we can strengthen our relationship with the library as a hub of academic IT.</td>
<td>Kris Wright</td>
<td>Gain ideas and thoughts</td>
<td>April 1, 2013</td>
<td>☐</td>
</tr>
<tr>
<td>Consider whether members should be elected (vs. named)</td>
<td>Kris Wright</td>
<td>Start Discussion</td>
<td>April 1, 2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Consider whether meetings should be on a pre-defined schedule (vs. ad-hoc).</td>
<td>Kris Wright</td>
<td>Discuss with Faculty Senate Chair Anderson</td>
<td>April 1, 2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Assessment Software</td>
<td>Dominic Barraclough</td>
<td>Presentation of software</td>
<td>After tutorial from software company</td>
<td>☐</td>
</tr>
<tr>
<td>Possible Survey</td>
<td>Kris Wright</td>
<td>Discussion about having a survey, the format, and timeline</td>
<td>April 1, 2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Dr. Soofi grading system</td>
<td>All</td>
<td>Get the word out about this program. Training – need assistance from the University.</td>
<td>ASAP</td>
<td>☐</td>
</tr>
</tbody>
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