Academic Information Technology Commission Meeting  
Monday, April 15, 2013, 3:00 p.m. Gardner Hall Room 156

Andrew Pawl (Secretary) (EMS 2015)  
Kris Wright (Chair) (BILSA 2014)  
John Berg  
Abdollah Soofi (LAE 2015)  
Lisa Merkes-Kress (Recording Secretary)  

Jeffrey Strange (LAE 2014)  
Todd Carothers (BILSA 2013)  
Colleen Garrity  
Misty Lemon-Rogers  

Guests –  
Absent – Bidhan Roy (EMS 2014), Derek Johnson (Student Senate), Mike Sherer (ex officio), Caryn Stanley, Lisa Landgraf (EMS 2013)

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 with addendum”; minutes approved.

III. Approval of the Agenda  
Agenda approved “as corrected”.

IV. Announcements  
1. Dr. Soofi  
University is currently not providing full grading service. Dr. Soofi has developed a program for distribution of grades to students. The program will be placed at disposal of the OIT for possible improvement and use by the University’s Grading Center.

V. Committee Reports  
1. OIT (M. Sherer)  
Sherer not present no news to report

2. MTS (C. Garrity)  
Doudna was completed over spring break. MTS will be working on five classrooms this summer, two in Russell and three in Doudna including the auditorium. Next year’s budget request is for $95,000.00; last budget was $50,000.00. With this budget request hopes are to update the AMX style classrooms. Pete Davis and Garrity are working on a classroom study survey, to gain a better understanding of the needs. MTS funds the classroom updates; not Physical plant. The new Chief Information Officer comes from a traditional background and will be more hands on as opposed to vision.

3. TOPC (T. Carothers)  
The evaluation of projects presented on an annual basis has been done and the initial scoring has been completed. Atomic learning was impacted with an overall rating of third. Student Technologies Advisory Council (STAC) ranked Atomic Learning as number...
one and stated they will fund this short term.

VI. New Business (K. Wright)
   1. Nothing to report at this time.

VII. Unfinished Business (K. Wright)
   1. New pre-defined meeting dates and time
      Suggested meeting time every second and fourth Thursday at 4 p.m. starting fall 2013.
      MOTION: Carothers moved to approve the second and fourth Thursday at 4 p.m. for our regular meeting time for 2013, seconded by Strange. Motion approved.

   2. Bylaws, Roles, Mission Statement, and Goals
      Discussion on how members are elected. Faculty senate would like to remove the standard white sheet (volunteer) to a fully elected commission membership. Bylaws will be modified once our responsibilities are discussed and approved. MOTION: Carothers moved to change to an elected membership starting 2014-2015 and grandparent in the current commission membership through their existing terms, seconded by Lemon-Rogers. Motion approved.

   3. Survey possibilities for APC program review process
      Finalize draft by Oct. 2013
      Academic Planning Council is requesting the four committees that will be reviewing these, Budget Commission, Academic Standards, Assessment Oversight, and Academic Information Technology, to provide three to five questions each they would like to see on the five year review form; questions should be concise and to the point. Academic Planning council will be targeting three pilot programs to begin the process this fall with responses due spring 2014. Discussion ensued about what is the purpose of this review. They are trying to gain input in the budget decisions instead the current individual process and how to review all departments overall. Some thoughts and ideas discussed:
      1. Allocate resources to different departments that produce more revenue to the university
      2. Examine the IT requirements for different majors based on the needs of the disciplines.
      3. How do we go beyond the stereotypes? Who needs to be expanded, who needs the resource?
      4. Net needs of a program – total technology needs
      5. Net resources in use – computer programs.
      6. Technology across the campus not only classroom.
      Academic Planning Council is trying to gain input in the budget decisions instead of an individual process.

VIII. Adjournment
      Chair Wright adjourned meeting at 3:51 p.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>
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</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>
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<td>Consider how we can strengthen our relationship with the library as</td>
<td>Kris Wright</td>
<td>Gain ideas and thoughts</td>
<td>April 1, 2013</td>
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<td>a hub of academic IT.</td>
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<td>Consider whether members should be elected (vs. named)</td>
<td>Kris Wright</td>
<td>Start Discussion</td>
<td>April 1, 2013</td>
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<tr>
<td>Consider whether meetings should be on a pre-defined schedule (vs.</td>
<td>Kris Wright</td>
<td>Discuss with Faculty Senate</td>
<td>April 1, 2013</td>
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<td>ad-hoc)</td>
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<td>Chair Anderson</td>
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<td>Assessment Software</td>
<td>Dominic Barraclough</td>
<td>Presentation of software</td>
<td>After tutorial from software company</td>
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<tr>
<td>Possible Survey</td>
<td>Kris Wright</td>
<td>Discussion about having a</td>
<td>April 1, 2013</td>
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<td>survey, the format, and</td>
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<td>timeline</td>
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<td>Dr. Soofi grading system</td>
<td>All</td>
<td>Get the word out about this</td>
<td>ASAP</td>
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<td>program: Training – need</td>
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<td>assistance from the University.</td>
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