Academic Information Technology Commission Meeting
Thursday, September 26, 2013, 3:00 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)
☐ Vacant (BILSA 2013)
☐ Misty Lemon- Rogers

☐ Vacant (EMS 2015)
☒ Benjamin Collins (EMS 2014)
☒ Abdollah Soofi (LAE 2015)
☐ Hong Teng (EMS 2015)

☐ Vacant (Academic Staff Rep)
☒ Regina Nelson (ICET Rep)
☒ Lisa Merkes-Kress (Recording Secretary)

Guests:

☐ Vacant (Student Senate Rep)
☐ Vacant (Ex Officio)
☒ Colleen Garrity (MTS Rep)

MINUTES

I. Call to Order
Chair Wright called the meeting to order at 4:00 p.m.

II. Approval of Minutes of September 26, 2013
Scanlan moved to approve the agenda, seconded by Leonard-Berg. Minutes approved.

III. Approval of the Agenda
Agenda approved with corrections.

IV. Announcements
Mark Wolly is starting the search for a new project manager is under way and he would like to have a volunteer from AITC be on the committee; Tom Scanlan volunteered. This office will be on 4th floor of Karmann Library.

V. Committee Reports
1. OIT (M. Sherer)
Not in attendance so nothing to report at this time.

2. MTS (C. Garrity)
Campus planning 2016-2017 project request forms have been received, these are forwarded to UW System for funding large technology classrooms and then we compete with other campuses for the money, so we may or may not receiving funding for these. Rooms being presented for updates are Doudna 103 to be ADA compliant; Russell 103/110A these would be combined for a 60 seat capacity area; Russell 120 would be a 72 seat capacity with lecture capabilities; Doudna 212 would become two classrooms with 25 seat capacity each and full lecture capabilities.

3. TOPC (T. Carothers)
Not in attendance so nothing to report at this time.
VI. **New Business (K. Wright)**

1. **Introductions: Susan Traxler, Sarah Miller**

   Traxler is the new Assistant Vice Chancellor of Information Technology (CIO); her assistant is Elaine Kline, please feel free to contact her at anytime. Traxler met with different media service areas in hopes to address their concerns on what is working and what is not working. Priorities and initiatives this year will be the following:

   1. IT strategic planning - A consultant will be brought in to assist with this.
   2. IT prioritization governance
   3. Technology support services
   4. Project management
   5. Business Intelligence
   6. Staff development and staff development

   Communication is key so an IT newsletter has been created, our name will be changing, and some reorganizing the office structure will take place. Support structure changes about every ten to fifteen years and currently we are trying to centralize IT.

   Miller is director of social media but not able to attend, will introduce at a later date.

2. **Shared drive access**

   Please send email to Lisa A Merkes-Kress confirming if you do or do not have access to the shared drive folder.

VII. **Unfinished Business (K. Wright)**

1. **Status of AITC vacancies/absences**

   Still need an academic staff representative, student representative, and we need to replace the BILSA representative.

2. **New charges (s) for AITC**

   Form B has been distributed and the responses are due October 15, 2013. We need to discuss how our report we supply Academic Planning Council (APC) will look. APC will want our thoughts from an IT perspective, what weakness’s and trends that we see; our questions on Form B may change after we have reviewed the first time. Thoughts about creating two sub-committee’s; one for the educational part (IT prioritization) and the other for the APC review process. It will be very important to have members that can attend the meetings.

3. **Bylaws, Roles, Mission Statement, and Goals**

   By December we will need to submit to the bylaw committee our request to restructure AITC description and memberships, we will need to discuss this in more detail at a future meeting.

   1. Item # 2 the first sentence is not clear and needs to be removed
   2. Two members from BILSA and three from EMS and why is there a difference; possibly rephrase this or change the membership.

VIII. **Adjournment**

   Chair Wright adjourned meeting at 4:52 p.m.

Respectfully submitted,

Kris Wright, Chair

Lisa Kress, Recording Secretary