March 4, 2013

Academic Information Technology Commission Meeting

Monday, March 4, 2013, 10:00 a.m. Gardner Hall Room 156

Andrew Pawl (Secretary) (EMS 2015)  Jeffrey Strange (LAE 2014)
Kris Wright (Chair) (BILSA 2014)  Todd Carothers (BILSA 2013)
Lisa Landgraf (EMS 2013)  John Berg
Caryn Stanley  Mike Sherer (ex officio)
Ryan Tredinnick (Student Senate) for Johnson  Colleen Garrity
Lisa Kress (Recording Secretary)

Guests - Laura Anderson, Lisa Reidle, Dominic Barraclough
Absent - Abdollah Soofi (LAE 2015), Bidhan Roy (EMS 2014), Derek Johnson (Student Senate)

MINUTES

I. Call to Order
Chair Wright called the meeting to order at 10:03 a.m.

II. Approval of Minutes of February 4, 2013
Carothers moved to approve minutes; seconded by Berg; minutes approved.

III. Approval of the Agenda
Berg moved to approve agenda; seconded by Carothers; agenda approved.

IV. Announcements
New Recording Secretary Lisa Merkes-Kress.

V. Committee Reports
1. OIT (M. Sherer)
   Working on a lot of projects at this time will share progress at another meeting. OIT search for a CIO is on the way with a target start date of end March beginning of April.

2. MTS (C. Garrity)
   Tabled until next meeting.

3. TOPC (T. Carothers)
   Atomic learning survey sent out two weeks ago please take survey if you have not at this time. Looking for feedback, could this be helpful for students and faculty, many different training modules available. Atomic Learning offers training to help students and staff bring technology and curriculum together, learning at their convenience. Cost of software approximately $20,000.00.

VI. New Business
1. Academic Planning Council proposal (L. Reidle, L. Anderson, D. Barraclough) Academic Planning Council has worked on reviewing primary roles in councils and committee’s at the same time trying to stay objective to the Bylaws. Thriving on becoming more efficient and consistent across the board. Academic Information Technology
Commission will need to meet more frequently to start reviewing their Bylaws, mission statement, what is Academic Information Technology Commission, define role, and outline how to achieve goals for reporting. Much discussion about this process and discussion about projects versus programs.

(Double click note to view Academic Planning Council proposal.)

a. In Depth Report – Five year evaluation of all academic programs. Thirteen programs per year. Looking to complete this by spring and pass through Academic Planning Council in the fall.

b. Annual Report – This report will give an overall snapshot, so it can be reviewed closer and help get the resources needed. This report would be due in December or January.

VII. Old Business (K. Wright)
Nothing to report at this time.

VIII. Adjournment
Chair Wright adjourned meeting at 10:50 a.m.

Respectfully submitted,

Andrew Pawl, Secretary

Lisa Kress, recording secretary

<p>| ACTION ITEMS |
|------------------|------------------|------------------|
| WHAT             | WHO              | ACTION           | DUE              |
| Set up more frequent meetings | Kris Wright | Discuss and schedule meetings | Next meeting March 18th |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Person</th>
<th>Next Action</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Start work on Bylaws, roles, mission statement, and goals</td>
<td>Kris</td>
<td>Discuss in the next meeting.</td>
<td>March 18th</td>
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<tr>
<td>Consider how we can strengthen our relationship with the library as a hub of academic IT.</td>
<td>Kris</td>
<td>Discussion at a future meeting</td>
<td></td>
</tr>
<tr>
<td>Consider whether members should be elected (vs. named)</td>
<td>Kris</td>
<td>Discussion at a future meeting</td>
<td></td>
</tr>
<tr>
<td>Consider whether meetings should be on a pre-defined schedule (vs. ad-hoc).</td>
<td>Kris</td>
<td>Discussion at a future meeting</td>
<td></td>
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