Academic Information Technology Commission Meeting
Thursday, October 24, 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:

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I. **Call to Order**
Chair Wright called the meeting to order at 4:01 p.m.

II. **Approval of Minutes of September 26, 2013**
Soofi moved to approve the minutes, seconded by Lemon-Rogers. Minutes approved.

III. **Announcements**
No announcements at this time.

IV. **Committee Reports**
1. **OIT (S. Traxler)**
   Garrity went to a CCUMC conference about technologies in the classroom and Higher Education. Traxler presented at the Educause conference; Educause is a nonprofit association whose mission is to advance higher education through the use of information technology.
   Moving forward with the support services model change, Traxler would like to present this at a future meeting. Resnet will be on the first floor of the library starting in January. Project prioritization process in November the committee's will come together, which will include Scanlan, Soofi, and Wright.

2. **MTS (Russell Hill for C. Garrity)**
   Student Technology Committee (STC) will be sending out a call for proposals so be sure to get those submitted if you would like to received funding. This will not be used for lab equipment, purely for technology that all students on campus could use. Some examples this funding has been used for is Atomic Learning, cameras, audio recording equipment, library databases, and general access computer labs. The proposals for the updates you would like IT work on next year will soon be available. (Soofi you are on the list for Spring Break 😊)

3. **ICET (R. Nelson)**
   There will be another tech academy, but it will be a smaller version than in the past.

V. **New Business (K. Wright)**
1. **Introduction: Joseph Sigwarth – Student Senate Rep**
Sigwarth is a junior majoring in business, he is the Student body Vice President this semester, but will be President next semester. Please email him if you have any questions email him at any time.

2. **Program review work sessions set for 2nd Tuesday of the month**
   APC is looking for a representative, Chair Wright will discuss with the APC chair and let them know that we do not have anyone available. The first meeting of the month for AITC we will discuss the APC review only unless we need other discussion items. The second meeting will be other business meeting discussion.

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

1. **APC Review**
   a. **All Engineering Program Review Files are Available (shared drive)**
      The APC review files for Engineering have been received and are available on the shared drive under “working documents.”
   b. **Evaluation Form on Shared Drive**
      This form is pretty simple, will need to figure out what criteria, we need to have good tool for this to be effective.
   c. **Draft Version of APC Survey Tool** (A. Soofi)
      What are the goals of APC and what do they want us to do? Soofi presented his thoughts and ideas for the group to discuss. Discussion ensued about what the University provides for software and hardware and creating a clear inventory of what is available for everyone to use. The deadline to have the reviews done is March so we have some time but please make your suggestions or edits to this document on the shared drive S:\WGroups\Academic_Information_Tech_Comm\AITC Working Documents.

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