Academic Information Technology Commission Meeting
Monday, March 18, 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                                     AJ Paulus (for Colleen Garrity)
Abdollah Soofi (LAE 2015)                          
Lisa Merkes-Kress (Recording Secretary)           

Guests -  
Absent - Bidhan Roy (EMS 2014), Derek Johnson(Student Senate), Mike Sherer (ex officio), Colleen Garrity, Misty Lemon-Rogers

MINUTES

I.  Call to Order
Chair Wright called the meeting to order at 10:02 a.m.

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

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

IV.  Announcements (K. Wright)
1.  Dominic Barraclough (Student Affairs) and Assessment Software
Wright noted Barraclough has been working with Provost for other ways to evaluate students electronically instead of scantron hard copy form. There will be a tutorial given by the software company before a decision is made. Barraclough would like to give presentation to AITC as well.

V. Committee Reports
1.  OIT (M. Sherer)
   Sherer not present no news to report
2.  MTS (AJ Paulus)
   Spring Break will be working in Doudna 205A. Will fix minor issues in the auditorium.
   Summer schedule will be in Russell 122 and 130.
3.  TOPC (T. Carothers)
   Nothing to report at this time.

VI.  New Business (K. Wright)
1.  Future of AITC
   a. Spring 2013 2nd meeting of the month - change time from 10:00 a.m. to other for different members.
Chair Wright will review schedules see what will work.

b. **Permanent schedule for future meetings**
Chair Wright will schedule regular pre-defined meeting times twice a month and this will be the schedule that will carry over year to year instead of every semester and will begin in fall 2014. Chair Wright will discuss with Faculty Senate Chair Anderson.

2. **Role as APC reviewer**
   a. **What do we want from programs? What do we want to “bottom-line”?**
      What do we need from APC?
      Discussion – UW needs a closer look at University operations. Will APC get to the individual level? Concerns about ranking. APC is looking for information about what people are using and combining licenses and gaining information to encourage overall University resources. There is no clear-cut vision or policy for what we currently have. Hoping to find out inefficiencies and make things better between areas and advocate faculty support. Discussion of a survey.
      Question – What are the things students need to physically come to campus or what can be used off campus? Should this be discussed through OIT or APC?

      **Possible survey format**
      i. What information technology is being used including library resources?
      ii. What is a program using that is departmentally supported but not supported by the university? –Is your department being innovative with a technology that maybe others are not aware of. EX: someone has an excellent way of using ZIMBRA to communicate with student’s maybe others are not aware and everyone should know about it so they could use as well.
      iii. What new information technologies are you piloting or would like to explore?
      iv. What is the learning or objective in using this technology and what is the level of efficiency of using this tool?
      v. Are there any barriers to reaching these objectives?
      vi. Why is this technology needed? EX: Is it a replacement for something currently used or is it increasing learning objectives?
      vii. How does it fit into the strategic components of the University?
      viii. What is your overall department policy of usage?

April 4, 2013 APC will be meeting with the commissions and committees to discuss the review process. Chair Wright will be attending, if anyone else would like to attend let Chair Wright know so he can let APC know.

VII. **Unfinished 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
<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>ACTION</th>
<th>DUE</th>
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</thead>
<tbody>
<tr>
<td>Set up more frequent meetings</td>
<td>Kris Wright</td>
<td>Review Schedules and times for regular meetings.</td>
<td>April 1, 2013</td>
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<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>
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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 Wright</td>
<td>Gain ideas and thoughts</td>
<td>April 1, 2013</td>
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<tr>
<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. ad-hoc).</td>
<td>Kris Wright</td>
<td>Discuss with Faculty Senate Chair Anderson</td>
<td>April 1, 2013</td>
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<tr>
<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 survey, the format, and timeline</td>
<td>April 1, 2013</td>
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