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Technology Planning Committee 2008-2009

Meeting Minutes of February 25, 2009 from 2:30to 4:00 pm in Education Annex 120

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Present	**Not Present**
• D. M. Baylen, Chair (Senate)	• C. Aanstoos (Senate)
• K. Kral (ITS)	• M. Aldrich (VPAA) (with supporting communication)
• S. Lingrell (Enrollment)	• S. Broom (UAD)
• S. Smith (Library)	• M. Renfrow (CPP)
• Daniel Rocco (CAS)	• M. Bray (Past Chair) (with supporting communication)
• Jeffrey Rooks (representing B. Prince (COB)	• Brickman (CAS)
• J. Huett (COE)	• Xu (CAS) (with supporting communication)
• Janet Gubbins (DDEC, guest)	• Lewis (SGA)
	• T. Mashburn (SGA)
	• K. Middleton (SGA)

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AGENDA

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A.   **Old Business**

Item 1: Approval of the minutes from the last meeting (Baylen)
            http://www.westga.edu/~dbaylen/TPC/TPCMM-Jan2009B.pdf

Action: Request for correction on Student Technology Fees entry by removing Rocco (CAS) as faculty involved with the initiative. Correction completed.

Item 2: Update on Progress in Responding to the IT Audit Report (Kral)

Action: Kral (CIO) reported on the progress of the university response to the IT audit report. She reported that the University received the IT Audit report during the first week of February and must respond by March 7. Many of the audit findings deal with how the University protects confidential data. In order to provide a comprehensive approach to address these issues, the audit response is based on the Educause and Internet2 "Confidential Data Handling Blueprint". This is a seven step program that covers policy and procedure development along with the necessary training needed to adequately protect data. She directed the committee to go to this website for more information pertaining to this report -- https://wiki.internet2.edu/confluence/display/secguide/Confidential+Data+Handling+Blueprint

Item 3: Update on Student Technology Fees (Bray)

Action: Kral (CIO), in the absence of those directly involved with this initiative, reported that the review of the student technology fees application are in progress and results will be announced next month.

Item 4: Update on University-Wide Support of CourseDen Transition (Gubbins, DDEC)

Action: Gubbins (DDEC) presented information to the committee of DDEC activities related to online education and its infrastructure at UWG and specifically the support provided given the transition to CourseDen from WebCT Vista. She shared various web-based resources as well as a list of projects that her office will be pursuing in the coming year. Handouts were provided and Baylen (Chair) requested for a brief report especially statistics on use of various services for information to the Faculty Senate in the March meeting.

Discussion

Item 5: Feedback on Proposed Technology Plan from Subcommittee (Bray/Kral)
http://www.westga.edu/~mbray/Tech_Plan_2_11_09.pdf

Action: The committee members discussed at length the feedback shared by committee members and other university personnel about the new information technology plan. Kral (CIO) shared feedback from Bray (Past chair and subcommittee). Points were raised and ideas discussed on the following: "strategic" plan for whom, role of TPC without an active Technology Coordination Council (TCC), vision of technology on campus, accountability for the visioning process, alignment of the current plan to the one proposed, etc.

Kral (CIO) was asked to discuss with Bray (past chair and subcommittee) the committee feedback on the proposed IT strategic plan.

Baylen (Chair) suggested a meeting with Dr. Hynes (Provost) with selected committee members who will be returning next year to discuss the current charge of the committee and expectations of its role beyond assessment and evaluation of documentation, policies, procedures and activities related to campus IT.

Item 6: Feedback on Campus IT Evaluation Report Prior to Final Submission to Faculty Senate (Baylen)
http://www.westga.edu/~dbaylen/TPC/TPC_PrelimReport_012609.pdf

Action: Baylen (Chair) reported that a draft of this report had been shared with the senate and a final copy will be submitted in the next meeting for approval. Brickman (CAS) agreed to assist in editing the final report.

B.   New Business

Item 7: Proposed Succession and Continuity Plan for TPC Leadership, 2009 and beyond (Baylen)
http://www.westga.edu/~dbaylen/TPC/Succession_Continuity_2.pdf
http://www.westga.edu/~dbaylen/TPC/Succession_Continuity_3.pdf

Action: Baylen (Chair) shared two proposals on the succession and continuity of committee leadership beyond 2009 (2 senators and 3 senators) in anticipation of the representation changes proposed by the rules ad-hoc committee. Committee members were in agreement with the idea presented and will vote for adoption in the next meeting. Smith (Library) pointed out that the proposal once voted by the committee should be presented to the Faculty Senate for information and approval.

Item 8: Proposed Strategy for Data Collection for Campus IT Evaluation Report, 2008-2009
http://www.westga.edu/~dbaylen/TPC/DataCollectionStrategy_2008-2009Report.pdf

Action: Baylen (Chair) shared a proposal on how to manage the charge of writing a campus IT evaluation report. In this proposal, the committee will be divided into three groups with each one completing a specific task: (1) assessing documentation related to information technology (administrative/academic), (2) evaluating policies and procedures related to information technology (administrative/academic); and (3) identifying and describing activities related to delivery/support of information technology initiatives (administrative/academic).

C.   Other

Item 9: Representation in the March 6th meeting with Dr. Hynes and other Faculty Senate Standing Committee Chairs, Executive Room, Z6 at 3:30 pm.

Action: Baylen (chair) asked Aantsoos (Senate) via email to represent the committee at this meeting given that he will be out of town for a conference.

D.   Resources useful for items in this meeting

UWG Strategic Plan 2010-2015 [http://www.westga.edu/assetsDept/ctl/StrategicPlan2010-2015.pdf]
Current UWG IT Strategic Plan [http://www.westga.edu/its/index_5256.php]