

Technology Committee Minutes
Tuesday, October 25, 2011
1:30 PM – UC312

John Blake, Faculty Representative, Chair (Present)
Ellen Smyth, Faculty Representative (Present)
Shunda Brown, Faculty Representative (Absent)
Michael Hooper, Faculty Representative (Present)
Daniel Frederick, Faculty Representative (Present)
John Volker, Faculty Representative (Present)
Roger Clark, Faculty Representative (Absent)
Beth Chancellor, Staff Representative (Present)
Larry Wheeler, Staff Representative (Absent)
Katherine Bailey, Staff Representative (Present)
Rollow Welch, Staff Representative (Present)
Dennis Klotter, Student Representative (Absent)
Doug Austin, Student Representative (Absent)
Mitch Robinson, VP Finance and Administration (ex-officio) (Absent)
Tim Hurst, Asst. VP Finance and Administration (ex-officio) (Absent)
Dana Willett, Executive Director, Extended and Distance Education (ex-officio) (Present)
Charles Wall, Director, Information Technology (ex-officio) (Absent)
William Cox, Exec. Director, AP Center at Ft. Campbell (ex-officio) (Present)
Kim Traylor, Administrative Assistant 3, Information Technology (ex-officio) (Present)
Donna Johansen, Accounting Services (ex-officio) (Present)
Stephanie Taylor, Manager, Information Technology (ex-officio) (Present)
Phillip Voorhees, Adaptive Technology Coordinator, Disability Services (ex-officio) (Present)

1. Welcome and Approval of Minutes

Committee members reviewed the minutes from the previous meeting held on September 13, 2011. Stephanie Taylor moved that the language in item 4.b.iii.2 of the minutes be changed to read “*They did not need both packages and SPSS could only be used on campus by faculty and students.*” Ellen Smyth made a motion to approve the minutes with revision. John Volker made a second to that motion. All members were in favor of changes and approval of the minutes.

2. Campus Professional Development / Employee Training System

Dana Willett, Executive Director, Extended and Distance Education has been researching the possibility of purchasing a system that would offer the ability to provide online professional development and employee training from remote locations similar to D2L. Dana met with Charles Wall, IT Director, in a preliminary interest meeting to discuss this type of system and its usefulness. Charles Wall suggested he address the technology committee with the information on this system to get the consensus among committee members on implementing such a system. With the need and usefulness of having a system for professional development and employee online training, this would allow various university departments (Center of Teacher Excellence, Center of Learning, Human Resources, Extended Education) as well as the community to utilize this system for online training for professional development (i.e., Banner training, Credit Card

training). Employees could access the online training/professional development training from remote locations to complete training. Supervisors can then see assigned training and progress of staff development training and their completion dates. Similar to D2L only D2L does not offer the supervisory component module that allows supervisors to monitor the progress of assigned training for their staff. A product called Adobe Connect is available with the supervisory component module and is designed much like a course management system. Groups can be assigned to training modules and assign supervisors independently with their contacts being held inside the system. The strategy in mind would be for the Extended/Distance Education to incur the initial expenditure of an estimated \$45,000 for the purchase of hardware/software for use in their department but also allowing other university department and companies to utilize the system which would generate revenue to cover the annual maintenance of approximately \$5000-\$6000 per year based on the number of seats sold. Further research on technical specs; bid specs; bandwidth usage; TBR contract with Adobe Connect; to follow at a later date.

3. Response to an Internal Audit Report on TAF Expenditures

An internal audit finding in internal controls of a mismatch proposal versus what project was funded. Observation in this finding is to improve documentation on issuing TAF funds; making sure those funds are being used appropriately; discussion about the TAF Chair being a permanent position or permanent duty of an IT staff position; TAF computers or items need to be marked, possibly with stickers marked 'TAF'. These were suggestions made to help avoid future audit findings.

4. Technology & TAF Funding Issues

- a. Project #12-037 – Chemistry refrigerated bench top centrifuge minor changes in the centrifuge models \$8600/\$8700 current model discontinued, \$241 additional round lids and a variety of other additional items. Stayed within budget but not exactly the same as original proposal. Changes in the difference of models and the addition of round lids which was not necessary with the first proposal but needed with the replacement model. Ellen Smyth made a motion to approve. Kat Bailey made a second to that motion. Motion approved.
- b. Rex Ameigh in Allied Health has 16 computers and 1 printer in their lab. The printer is not operational and needs to be replaced. They are requesting a new HP printer in the amount of \$900. It has been recommended by Jeff Walton (IT Help Desk) that they purchase a university standard printer. Specifics on purchase will be emailed to the committee to be funded with carryover funding via e-vote before the next committee meeting.
- c. Gilbert Pitts in Biology submitted several proposals last year one of which a piece of equipment was funded with carryover funding from last year. Other proposals to be considered for carryover funding this year.

5. Carryover Funding

Main Campus - \$410,012.78

Ft. Campbell Center - \$381,947.16

Call from the Chair for a subcommittee to establish a policy on mobile devices and TAF usage.

Call from the Chair for member volunteers to serve on the subcommittee to review projects and make recommendations on carryover funding. The subcommittee will meet next week. Kat Bailey volunteers ahead of time.

6. **Items from the Floor / Discussion** – no items for discussion.

7. **Adjourn**

Ellen Smyth made a motion for the meeting to adjourn. Phillip Voorhees made a second to that motion. Meeting adjourned at 3:00 p.m.