**IT Committee Meeting Minutes**

**LAU 121**

April 26, 2018

In attendance: Curt Hersey (chair), Chang Pu, Anne Marie Marshall, Chris Diller, Tom Hocut, Penny Evans-Plants

March 8, 2018 minutes were approved.

**Old Business:**

OIT External Review:

* PEP stated that the process went very well. The second day ended with Dr. Briggs and Mr. Erb meeting the 2 external reviewers. PEP expects to receive the formalized written report in early May. Specific recommendations related to governance structures with ESAC (Enterprise Systems Advisory Committee) and IT Committee. The structure and benefits are being explored. The focus on governance will involve the establishment and evaluation of priorities. In the fall, PEP will share ideas on how to address governance.
* OIT may need to revisit the role of ISAG (Information Security Advisory Group).
* PEP stated that more soft-skill training is in progress with the OIT team. They are currently working on trust building.

LMS Selection Committee:

* The LMS committee has turned their attention to adoption plans. See new business for status.

MISO Survey Findings:

* Analysis and recommendations are under review by PEP over the summer. This information will be shared in the fall.

**New Business:**

Proposed Multimedia Classrooms – Summer 2018:

* Tom and PEP are reviewing the project scope and the tentative list is below. . GHP will help support the funding for the.rooms they have requested.
  + Ford 211
  + Laughlin 113
  + Evans 140 (Auditorium)
  + Cage 108, 206, 207
  + MAC Auditorium
  + MAC 141, 224 (requested by GHP)
  + MAC 242, 200 (requested by GHP and pending electrical)

Jenzabar/Viking Web Updates:

* OIT is still working on setting the date for Jenzabar 7.2
* PEP stated that the VW update dates were not chosen by OIT in a vacuum. Berry has a 4-day window to apply updates between the end of spring semester and the beginning of summer classes. OIT will apply updates to VW on May 11, 2018 (mostly bug fixes).
* Summer project = Feith document imaging system needs updates for the software and servers. This affects all Feith forms on VW such as faculty load verification, midterm progress reports, etc.

Network/Shared Folders Upgrade:

* Tom stated all network shared folders are being reviewed and moved to a new storage device. Owners of these documents are being contacted to determine their status. After this is completed, all users will automatically have access to their mapped drive upon login (no longer have to manually map drives).

LMS Adoption Committee:

* 3 Phase LMS Canvas Controlled Rollout plan:
  + Phase-1: Early adopters with 2 feedback sessions (access: August 1, 2018)
  + Phase-2: Faculty invited in October 2018 to go live in Spring 2019. Many training opportunities to be offered.
  + Phase-3: Full faculty rollout. Jenzabar contract ends June 2019
* Good questions were raised during the LMS Adoption Committee information session. Questions and ideas are under review. For example, the LMS committee will explore how to address archived Jenzabar data for future needs (e.g., accreditation deadlines).

Kaltura Evaluation Committee

* PEP explained that this topic/application would be reviewed next year. This application is offered by Canvas (ARC functionality), but not at the same functionality level of Kaltura. Berry will stay with Kaltura for next year and the decision would be revisited for the following year.
* Chris shared that he was able to transfer all his Kultura videos to Canvas. The process was successful and relatively easy.

Update on Mac Mini Release

* No new updates.

Election of a new IT Committee Chair:

* Chang Pu was nominated. All approved. Thank you Curt for your service!

Respectfully submitted,

*Anne Marie S. Marshall*