Present: Curt Hersey, Brian Carroll, Penny Evans-Plants, Marla Gilreath, Jerry Trammell, Laura Fenner, Victor Bissonnette, Cameron Jordan, Lynwood Belvin, Paul Kapitza, Brian Erb, Basil Englis, Martha Reynolds, Tom Hocut

Approval of Minutes: February meeting minutes unanimously approved

Old Business:

a. **"First Reading" of Intellectual Property Cease and Desist Letter (Carroll)**

   Vote to support the letter passed unanimously.

   A faculty member can contact Danny Price and he will customize and send the letter. The committee suggested that a PDF version of the document be posted on the Provost's section of VikingWeb (under Berry Community tab) so faculty could review its contents.

b. **Update on Committee Charge**

   Charge: Committee supported the redraft of the committee charge. Committee suggested the wording be expanded to encompass OIT, CIT, and eCommunication Services.

   Composition: Since the College and several departments have undergone restructuring, a lengthy discussion ensued regarding the composition of the committee. In the end, the committee suggests that the composition include 19 positions.
   Voting members (8 members)- one faculty member from each school and one Faculty Assembly representative; one professional librarian, two SGA appointed student representatives.
   Ex-officio members (11 members)- President, Provost, Vice-President of Finance, Director of the Library, Chief Information Officer, Director of Network Operations, Director of Enterprise Systems Support, Director of eCommunication Services, Director of Multimedia Services, Director of the Center for Instructional Technology, Director of Educational Technology.

c. **Survey Update (Evans-Plants)**

   Discussions between OIT and IR are ongoing, and a survey is likely.

d. **Update on Digital Lab initiative (Reynolds)**

No purchases have been made due to financial constraints, but the library hopes to purchase equipment at the end of the year.

New Business:

a. **Technology Emergency and Status Notification**

Postponed until April meeting due to time constraints.

b. **VikingWeb and advising**

VikingWeb did not go completely down, however, the connection between the EX database and JICS was lost for about 10 minutes on 3/22 due to high usage. OIT is looking into load balancing the Jenzabar servers this summer to alleviate issues that occur during high usage times.

Adjournment: 12:00 noon

Next meeting: TBD

Respectfully Submitted by Marla Gilreath 3/25/2010